

# Welcome to CNAP

The Child Nutrition Application Program

<http://meis.mde.state.mi.us>

## School Meals Program



Last Updated: 5/23/2003

# Questions?

- E-mail,  
[MDE-CNAP-SchoolMeals@michigan.gov](mailto:MDE-CNAP-SchoolMeals@michigan.gov)  
during or after the presentation
- Live, at the end of the presentation

# Training Presentation

- [www.michigan.gov/mde](http://www.michigan.gov/mde)
- Click on Programs and Offices
- Click on School Support Services
- Click on CNAP

# Agenda

- ***What is CNAP?***
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- Modifications and amendments
- Questions

# What is CNAP?

## The Child Nutrition Application Program

- Apply online
- Error checking during entry
- Online review and comment on applications
- Amendments online
- Previous years' application information saved and brought forward
- Up-to-date view of the applications
- Automated generation of email

# CNAP Benefits

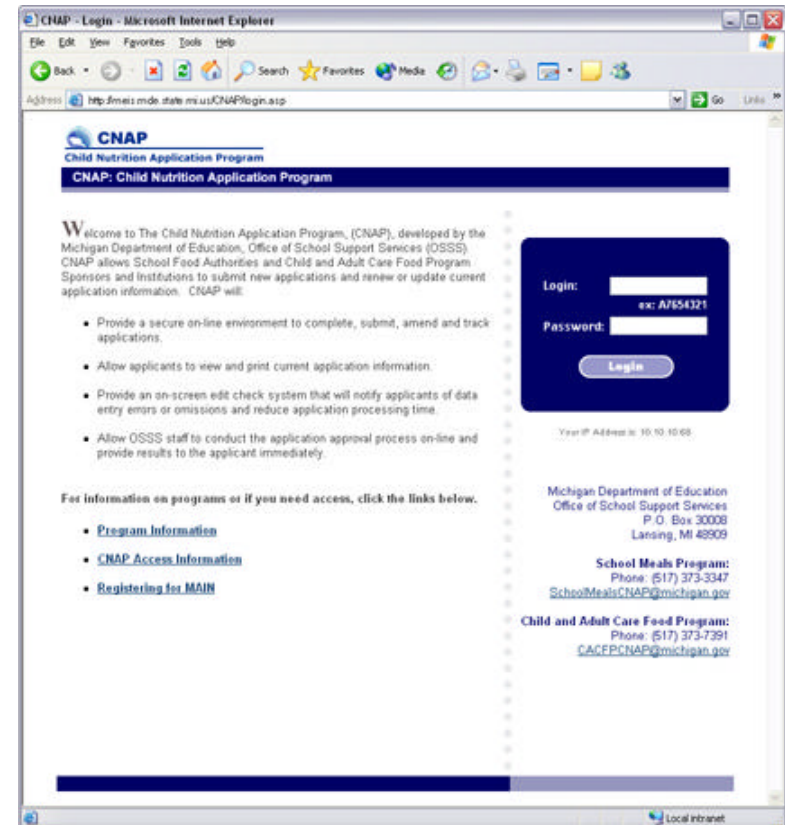
- Reduce paperwork for applicants and MDE
- Save time in future years, since most prior year data will be available (not just Schedule A)
- Process your application more efficiently and quickly

# Agenda

- What is CNAP?
- ***What is needed to use CNAP?***
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# What is needed to use CNAP?

1. An Internet Connection
2. Web Browser  
(IE/Netscape 4.0+)
3. JavaScript and Session Cookies  
enabled for the Web Browser
4. Adobe Acrobat 4.0+
5. A Valid MEIS Account



# Quick facts about CNAP

1. Users must have access to a working Internet connection.
2. CNAP can be accessed from multiple machines.
3. CNAP does not impose any hardware requirements on its users.
4. CNAP is accessible through a common Web browser (IE 6.0 preferred).
5. CNAP is located at <http://meis.mde.state.mi.us>

## Internet connection

- Modem (telephone lines) will be sufficient
- DSL or cable modems are faster
- The faster the connection, the easier it is to use CNAP

## Beware proxy servers and other security settings

- Local security can impact performance

# What is an Internet Browser and which ones can be used?

An Internet Browser is computer software used to browse (view) the World Wide Web.



CNAP supports Internet Explorer or Netscape versions 4.0 or higher.

You can check the version number by clicking “Help” and then by clicking “About Internet Explorer” or “About Netscape”.

If the version you have is below 4.0, you can download the latest version by going to:

<http://www.microsoft.com/windows/ie/default.asp>

<http://home.netscape.com/download/>

Browsers are free software.

**Preferred: IE 6.0+**



# What is JavaScript ?

JavaScript is a programming language that is used on Websites to increase functionality. In CNAP, JavaScript is used for a variety of features including the automatic correction of user-entered data.

## Internet Explorer

Click "Tools"

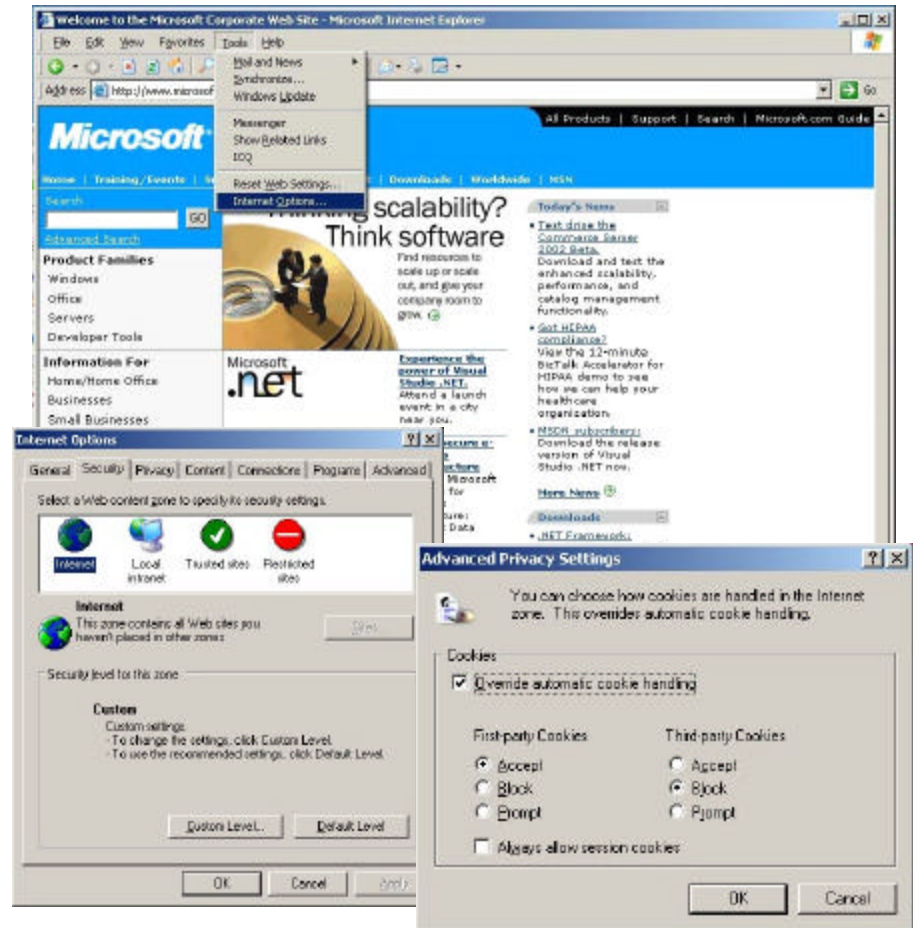
Click "Internet Options"

Click the "Security" tab

Click "Custom Level"

Under "Scripting", "Active Scripting", Click "Enable"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.



# What is JavaScript? (continued)

JavaScript is also used in CNAP to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

## Netscape

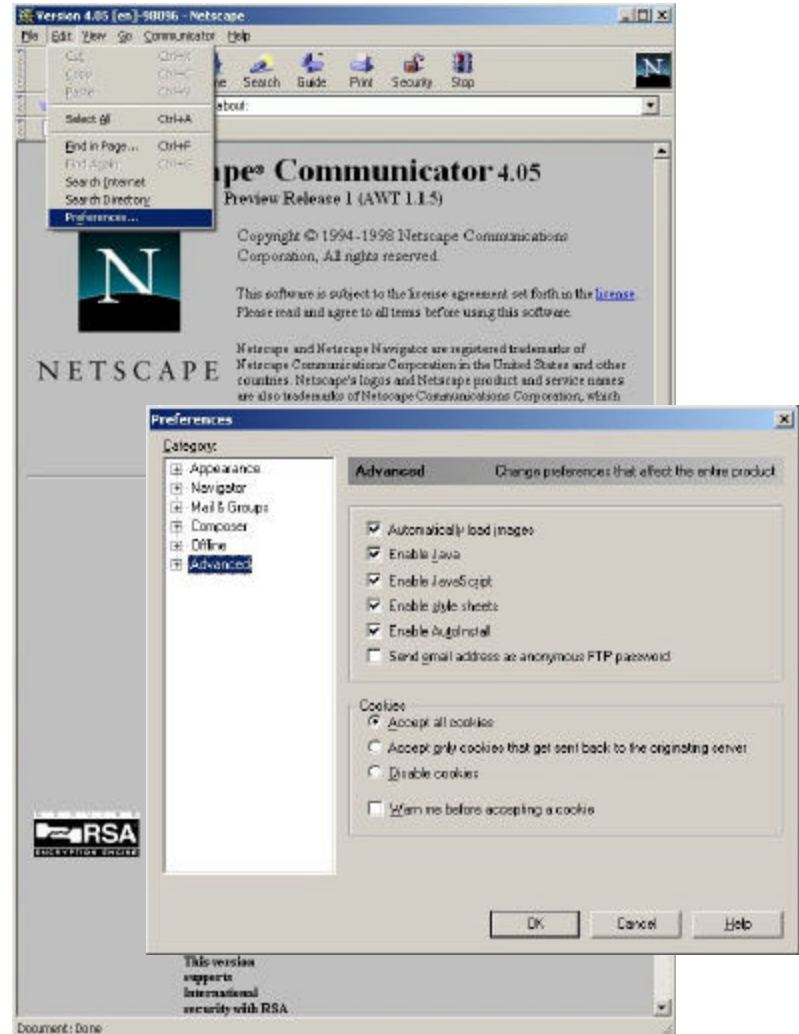
Click "Edit"

Click "Preferences"

Click "Advanced"

Click "Enable JavaScript"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.



# What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

CNAP uses session cookies.

To use session cookies:

## Internet Explorer

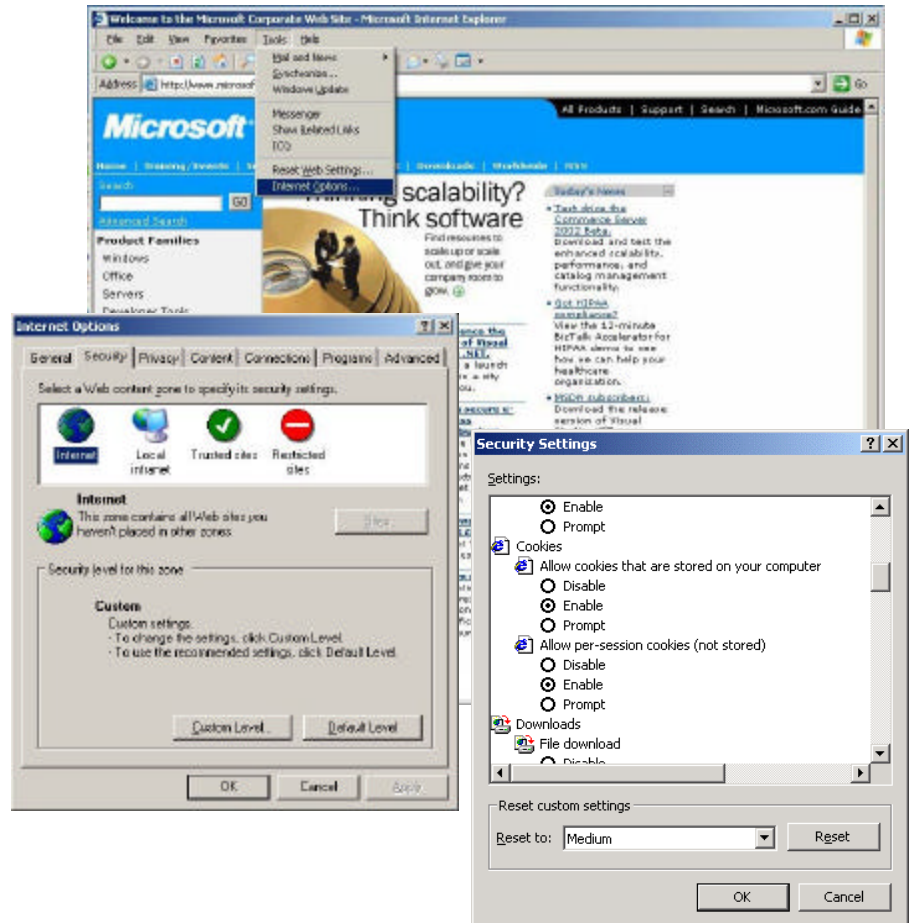
Click "Tools"

Click "Internet Options"

Click the "Security" tab

Click "Custom Level"

Under "Allow per-session cookies (not stored)" Click "Enable"



# What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of Disk Cookies which are often used for marketing purposes, the Session Cookies used by CNAP do not warrant any sort of concern.

No sensitive data is stored within these Cookies, and once you logoff CNAP or close your browser each Session Cookie is automatically removed.

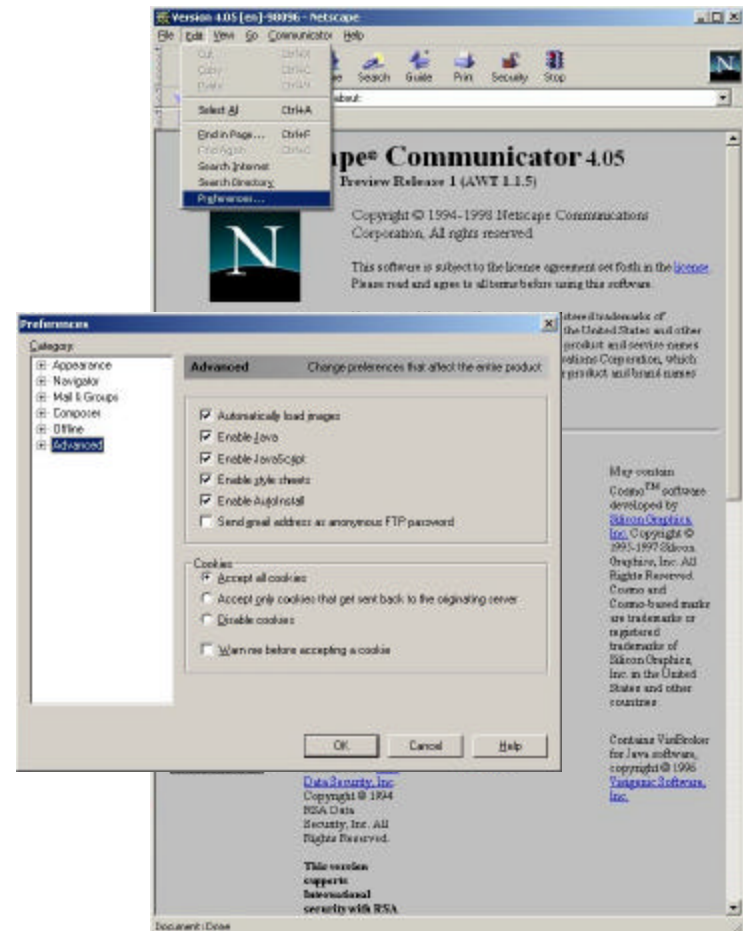
## Netscape

Click "Edit"

Click "Preferences"

Click "Advanced"

Under "Cookies" Click "Accept all Cookies"



# What is Adobe Acrobat Reader and do I need it? “PDF’s”

Adobe Acrobat Reader is a software program that is used to view PDF files. PDF stands for “Portable Document Format”. Regular Web pages which are programmed in HTML (Hypertext markup language) do not always look good when printed. The PDF format was designed for the Web to look consistent each time it is printed. CNAP uses PDFs for those things that must be printed. In some cases PDFs are dynamically generated using data entered by users.

Once Acrobat Reader is installed, all files in CNAP with the extension .pdf will be opened with the Acrobat Reader Program.

Adobe Acrobat Reader is free software, and can be downloaded from

<http://www.adobe.com/products/acrobat/readstep2.html>

CNAP supports Adobe Acrobat and Adobe Acrobat Reader versions 4.0+



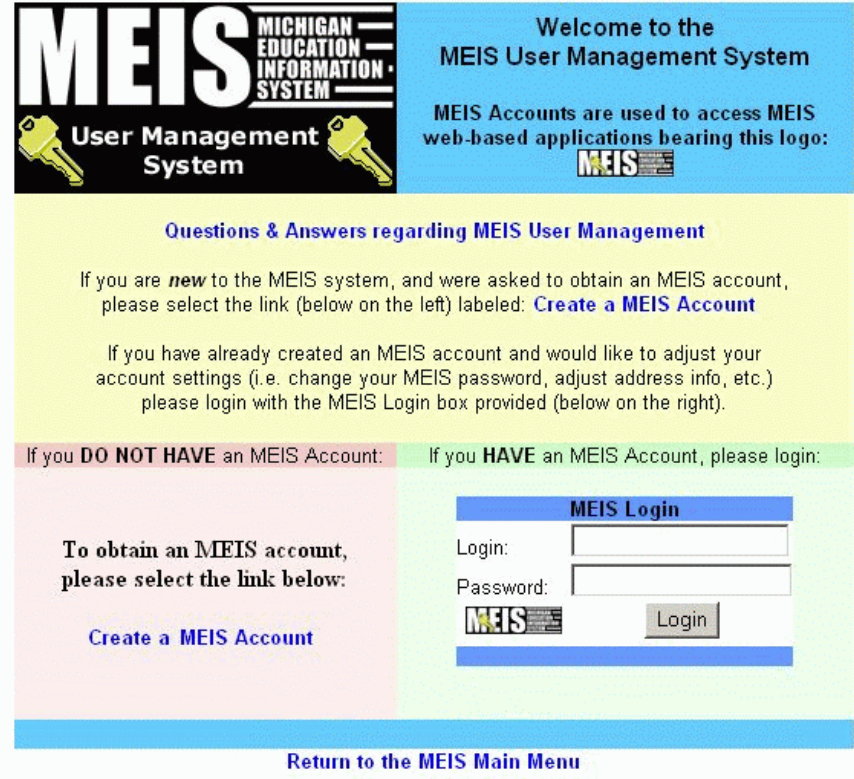
# What is MEIS and how can an account be obtained?

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE applications.

In order to use CNAP (and potentially other State of Michigan systems) you must first obtain a free MEIS account. This can be done by going to the following URL (Website Address) and clicking **Create a MEIS Account**:

<http://meis.mde.state.mi.us/userman/>



The screenshot shows the MEIS User Management System interface. At the top, there is a header with the MEIS logo and the text "MICHIGAN EDUCATION INFORMATION SYSTEM" and "User Management System". Below this, a blue banner reads "Welcome to the MEIS User Management System" and "MEIS Accounts are used to access MEIS web-based applications bearing this logo:". The main content area has a yellow background with the heading "Questions & Answers regarding MEIS User Management". It contains two paragraphs: one for new users to "Create a MEIS Account" and one for existing users to "login". Below this, there are two columns: "If you DO NOT HAVE an MEIS Account:" with a link to "Create a MEIS Account", and "If you HAVE an MEIS Account, please login:" with a "MEIS Login" form. The form includes fields for "Login:" and "Password:", a "Login" button, and a "Return to the MEIS Main Menu" link at the bottom.

**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM  
User Management System

Welcome to the  
MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create a MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

**Create a MEIS Account**

If you **HAVE** an MEIS Account, please login:

**MEIS Login**

Login:

Password:

**MEIS** Login

**Return to the MEIS Main Menu**

# Create a MEIS Account in four easy steps.

**Do NOT create a new MEIS Account if you already have one!**

**MEIS is also used for:**

- **Claims**
- **MEGS**
- **School Bus Inventory**

1. Click **Create a MEIS Account** and enter the first and last name of the user account to be created.
2. Click the **Proceed to Step 2** button and add the basic biographical information.



**Obtain MEIS Account - Step 1**

MEIS accounts are uniquely generated from the information you provide.

Please be sure to provide the most accurate and complete information possible on the screens that follow so that we can create your personal MEIS account.

Remember that each MEIS account is unique to the individual creating it, and your MEIS account should **NEVER** be shared with anyone.

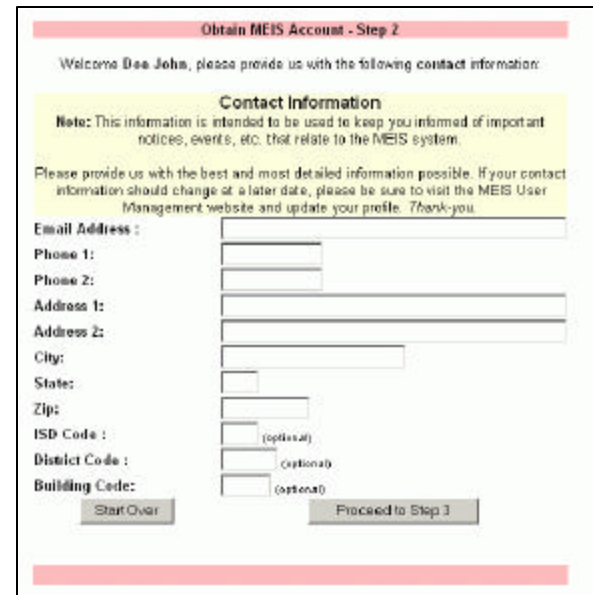
All access to MEIS applications is logged and periodically audited. MEIS accounts used that violate the acceptable use agreement will be removed.

**Note:** All accounts **MUST** be individual user accounts. Accounts found that appear to be 'generic' (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with **your** name:

Last Name:

First Name:



**Obtain MEIS Account - Step 2**

Welcome **Dee John**, please provide us with the following contact information:

**Contact Information**

**Note:** This information is intended to be used to keep you informed of important notices, events, etc. that relate to the MEIS system.

Please provide us with the best and most detailed information possible. If your contact information should change at a later date, please be sure to visit the MEIS User Management website and update your profile. Thank-you.

Email Address:

Phone 1:

Phone 2:

Address 1:

Address 2:

City:

State:

Zip:

ISD Code:  (optional)

District Code:  (optional)

Building Code:  (optional)

# More on MEIS Accounts

3. Complete the security information used for getting password help.
4. Verify the account information you have provided and click the **Create New MEIS Account** button.

**Obtain MEIS Account - Step 3**

John Doe, please provide us with the following security information:

**Security Information**

**Note:** This information will be used to verify the identity of callers by MDE helpdesk staff in order to perform maintenance on MEIS accounts, such as password resets.

Please provide us with three Question and Answer pairs that will allow us to verify your identity. Our helpdesk staff will ask these questions to callers to establish their identity.

Please be as specific as possible, and do not choose easily guessed or obtained answers for the questions you provide.

If you do not provide Question and Answer pair(s), our staff will not be able to determine the identity of a caller and will be unable to assist with User Management issues (i.e. profile modifications, password resets, etc.).

*(Examples have been provided for you to use as a guide.)*

Thank-you.

**Question 1**

Q: "Where is my favorite place to vacation?"  
A: "Disneyworld."

Question #1:   
Answer #1:

**Question 2**

Q: "Who was my favorite college professor?"  
A: "Dr. Kathryn Jones."

Question #2:   
Answer #2:

**Question 3**

Q: "What community group/charity am I most active with?"  
A: "Capital Area Humane Society - (CAHS)"

Question #3:   
Answer #3:

**Obtain MEIS Account - Step 4**

John Doe, please **verify** the following new account information:

**Verify Account Information**

Please verify all of the information you have provided us.

Thank-you.

<b>Last Name:</b>	Doe
<b>First Name:</b>	John
<b>Email Address :</b>	jdoe@email.com
<b>Phone 1:</b>	123-123-1234
<b>Phone 2:</b>	234-234-2345
<b>Address 1:</b>	1234 Address Street
<b>Address 2:</b>	
<b>City:</b>	Anywhere
<b>State:</b>	MI
<b>Zip:</b>	12345
<b>ISD Code :</b>	
<b>District Code :</b>	
<b>Building Code:</b>	
<b>Security Question #1:</b>	What is the answer to my Question #1?
<b>Security Answer #1:</b>	Answer #1
<b>Security Question #2:</b>	What is the answer to my Question #2?
<b>Security Answer #2:</b>	Answer #2
<b>Security Question #3:</b>	What is the answer to my Question #3?
<b>Security Answer #3:</b>	Answer #3

# Confirming your MEIS Account

The final screen will confirm your account.

**Hint: Print this page for your records.**


**Hint: Change your password immediately.**

**Warning: Passwords are case-sensitive**

Your MEIS account will be able to access CNAP once you have been entered in the system.

For help with MEIS  
**(517) 335-0505**

Obtain MEIS Account for JohnDoe - Finished

 PLEASE BE SURE TO PRINT THIS INFORMATION FOR YOUR RECORDS! 

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345
MEIS Account Info	
MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.

(Use the temporary password provided above to access the system.)



[Set your MEIS Password](#)

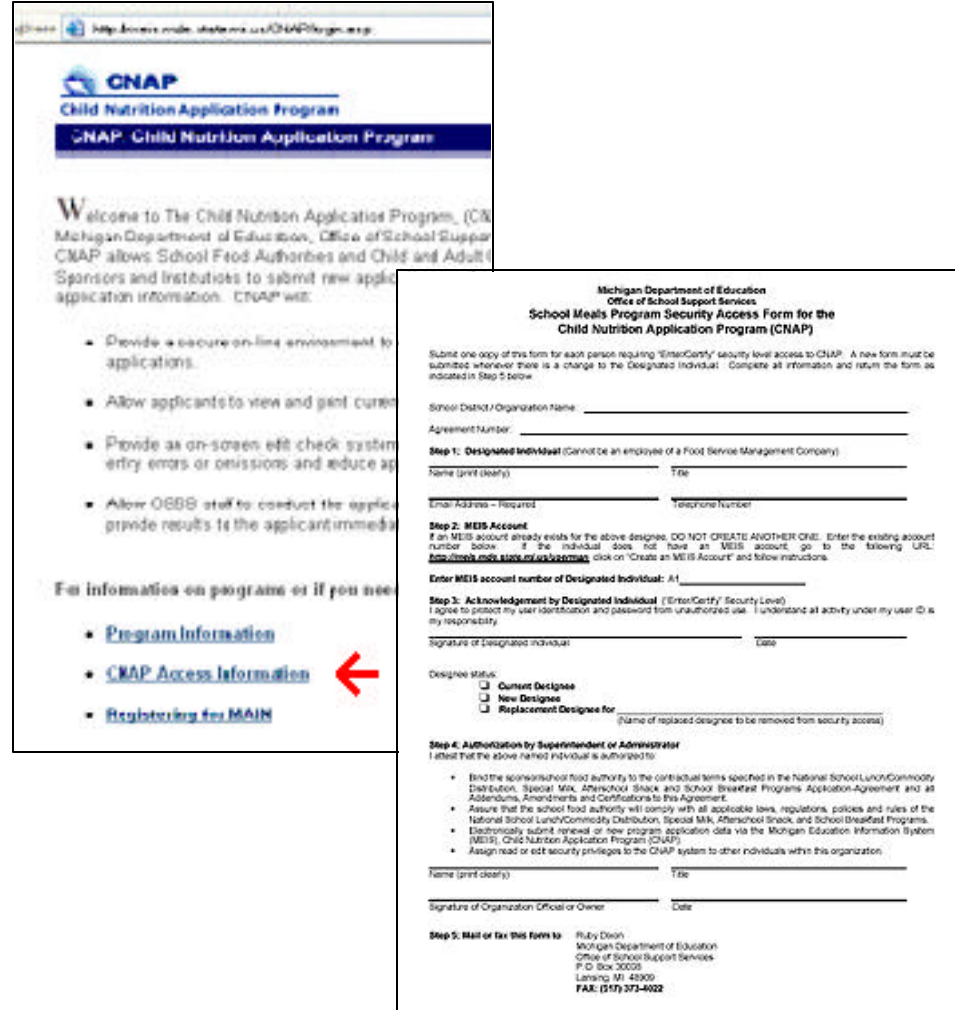
# Agenda

- What is CNAP?
- What is needed to use CNAP?
- ***Accessing CNAP***
- Entering a School Meals application
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- Questions

# How do I access CNAP?

- The first screen has links to:
  - Program Information
  - CNAP Access Information
  - Registering for MAIN.
- To gain access to CNAP, you must first submit the appropriate CNAP Security Forms.
- Click the [CNAP Access Information](#) link to access the CNAP Security Web page.
- The CNAP Access Information page will direct you to download, print, complete and mail the appropriate security forms to gain access to CNAP.

**Note: This is NOT Claim Security**



The image shows two parts: a screenshot of the CNAP website and a sample of the security form.

**Website Screenshot:** The website header includes the CNAP logo and the text "Child Nutrition Application Program". Below the header, there is a welcome message and a list of links: "Program Information", "CNAP Access Information" (highlighted with a red arrow), and "Registering for MAIN".

**Security Form:** The form is titled "Michigan Department of Education Office of School Support Services School Meals Program Security Access Form for the Child Nutrition Application Program (CNAP)". It contains several sections:
 

- Step 1: Designated Individual:** Requires the name, title, email address, and telephone number of the designated individual.
- Step 2: MEIS Account:** Requires the MEIS account number of the designated individual.
- Step 3: Acknowledgement by Designated Individual:** Requires the signature and date of the designated individual.
- Step 4: Authorization by Superintendent or Administrator:** Requires the signature and date of the superintendent or administrator.
- Step 5: Mail or fax this form to:** Provides the mailing and faxing information for the Michigan Department of Education.

# CNAP Authorization Structure

## **Level 3 - Enter/Certify**

- **Can Enter/Edit information and Certify applications**
- Can initiate applications
- Can assign lower security levels (levels 1 and 2) to allow other users to edit or view
- Submit, modify and delete applications and amendments

## **Level 2 - Enter/Edit**

- **Can Enter/Edit information on application pages**

## **Level 1 - Read-Only**

- **Can View all parts of the application**
- Cannot input or edit any information

# Who Can Be Level 3 Enter/Certify?

- May be same person as for Claims
- May be a different person
- Must be a school district / sponsor employee, not food service management company

# Logging In to CNAP

Once your Security Form has been submitted and approved, you can use your MEIS Login and Password to login to CNAP.

Remember, the MEIS password is Case Sensitive.

## To Login to CNAP:

- Enter your MEIS Login and Password in the text boxes on the CNAP Login page
- Click the Login button

If you receive an error message that you have a valid MEIS account, but are not authorized in CNAP, contact the authorized Level 3 Enter/Certify user within your sponsor organization, if one is assigned. If one has not been assigned, contact the Office of School Support Services (OSSS), and mention “CNAP security”.

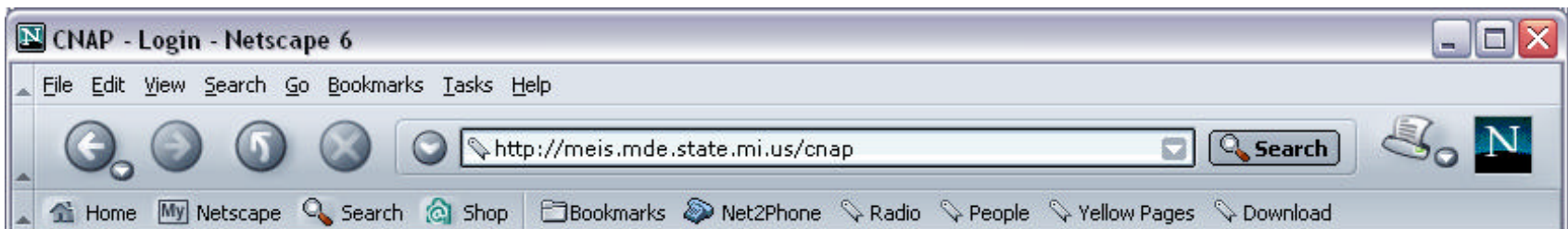
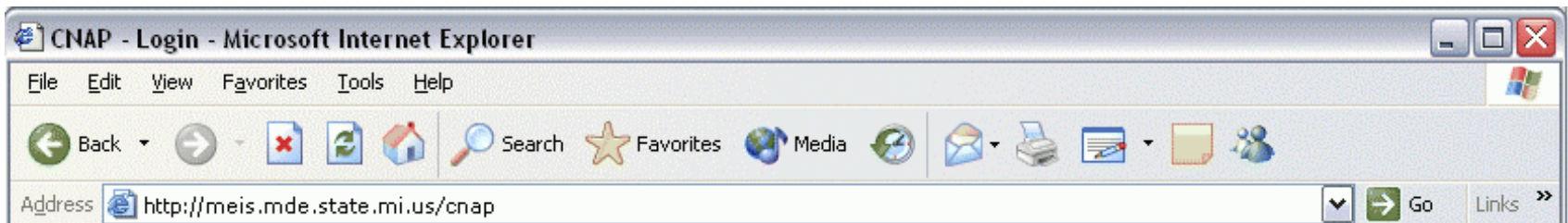


# Avoid the “Back” and “Forward” buttons

CNAP is a dynamic, database driven, Web application. Content in CNAP changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within the application.

Using the browser’s Back and Forward buttons to return to a page is not the same as clicking a link to go to that same page. The Back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the Back button the user is not getting the latest information from the website but rather an “older” saved version of the page.

Avoid the “Back” and “Forward” button in order to always see the latest information available.



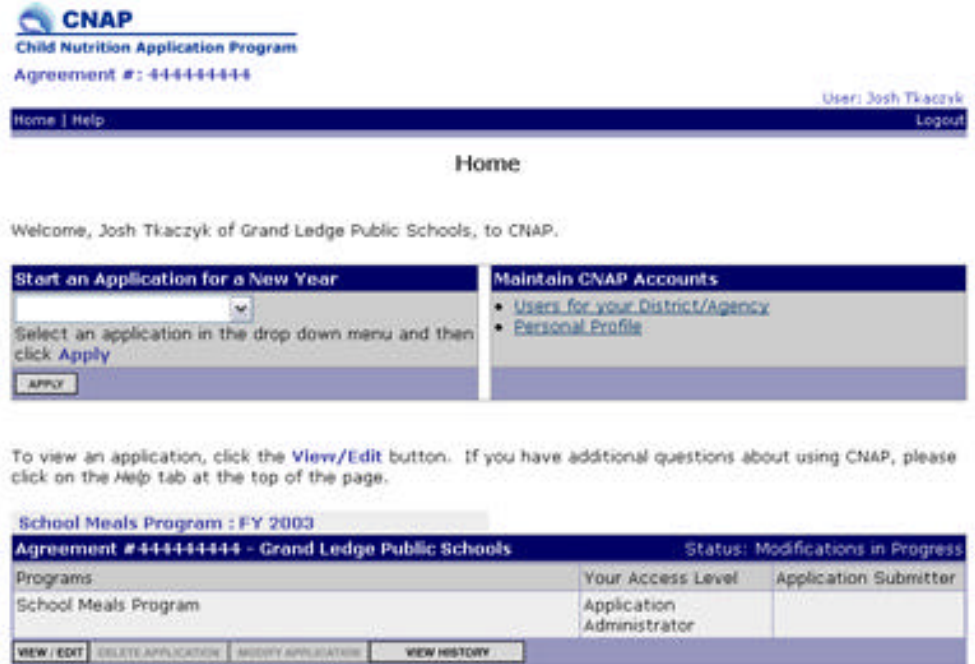
# Agenda

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# Home

## From Home, you can:

- Start an application for a new year
- Choose an application to work on
- View Users for Your District/Agency
- View Your Personal Profile



The screenshot shows the CNAP Home page for a user named Josh Tkaczyk. The page has a blue header with the CNAP logo and the text 'Child Nutrition Application Program' and 'Agreement #: 44444444'. A navigation bar at the top right shows 'User: Josh Tkaczyk' and a 'Logout' link. Below the header, there's a 'Home | Help' link. The main content area is titled 'Home' and includes a welcome message: 'Welcome, Josh Tkaczyk of Grand Ledge Public Schools, to CNAP.' There are two main sections: 'Start an Application for a New Year' and 'Maintain CNAP Accounts'. The 'Start an Application for a New Year' section has a dropdown menu and an 'Apply' button. The 'Maintain CNAP Accounts' section has links for 'Users for your District/Agency' and 'Personal Profile'. Below these sections, there's a message: 'To view an application, click the View/Edit button. If you have additional questions about using CNAP, please click on the Help tab at the top of the page.' At the bottom, there's a table showing the 'School Meals Program : FY 2003' with columns for 'Programs', 'Your Access Level', and 'Application Submitter'. The table has one row for 'School Meals Program' with 'Application Administrator' as the access level. Below the table are buttons for 'VIEW / EDIT', 'DELETE APPLICATION', 'MODIFY APPLICATION', and 'VIEW HISTORY'.

**Start an Application for a New Year**

Select an application in the drop down menu and then click [Apply](#)

**Maintain CNAP Accounts**

- [Users for your District/Agency](#)
- [Personal Profile](#)

To view an application, click the [View/Edit](#) button. If you have additional questions about using CNAP, please click on the [Help](#) tab at the top of the page.

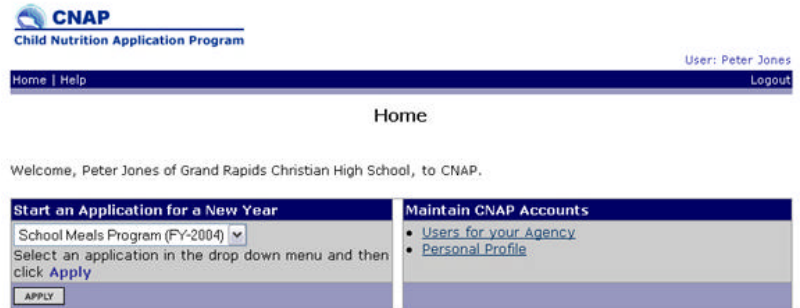
School Meals Program : FY 2003		Status: Modifications in Progress
Agreement # 44444444 - Grand Ledge Public Schools	Programs	Your Access Level
	School Meals Program	Application Administrator

[VIEW / EDIT](#) [DELETE APPLICATION](#) [MODIFY APPLICATION](#) [VIEW HISTORY](#)

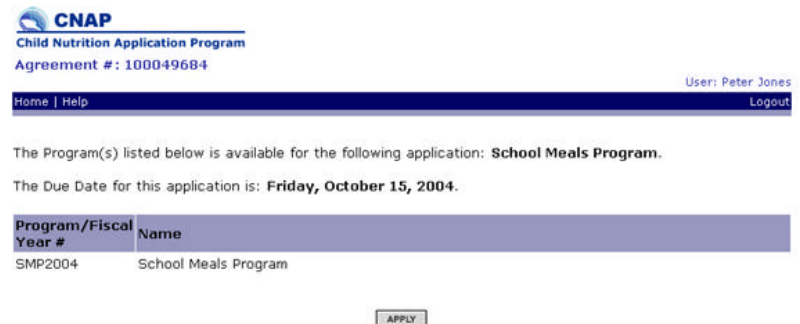
# Starting a New Application

## From HOME

1. Select a Program/Fiscal Year from the drop down list.
2. After selecting the application click the **Apply** button.
3. Review the information presented about your selection, and verify by clicking the **Apply** button to start your application for the new year.
4. Data from the prior year is copied or brought forward: this year, Schedule A; next year, most data
5. You will then be directed to the Main Menu for your new application.



The screenshot shows the CNAP Home page. At the top is the CNAP logo and the text "Child Nutrition Application Program". On the right, it says "User: Peter Jones" and "Logout". Below the header is a navigation bar with "Home" and "Help". The main content area has a heading "Home" and a welcome message: "Welcome, Peter Jones of Grand Rapids Christian High School, to CNAP." There are two main sections: "Start an Application for a New Year" and "Maintain CNAP Accounts". The "Start an Application" section has a dropdown menu showing "School Meals Program (FY-2004)" and a button labeled "Apply". The "Maintain CNAP Accounts" section has links for "Users for your Agency" and "Personal Profile".



The screenshot shows the CNAP application details page. At the top is the CNAP logo and the text "Child Nutrition Application Program". Below that is "Agreement #: 100049684". On the right, it says "User: Peter Jones" and "Logout". Below the header is a navigation bar with "Home" and "Help". The main content area has a heading "Home" and a message: "The Program(s) listed below is available for the following application: **School Meals Program.**" Below this is another message: "The Due Date for this application is: **Friday, October 15, 2004.**" There is a table with two columns: "Program/Fiscal Year #" and "Name". The table has one row with "SMP2004" and "School Meals Program". Below the table is a button labeled "Apply".

# CNAP-School Meals Walkthrough

## Main Menu

- Application Agreement Materials
- Sponsor/Site Information
- Program Forms
- Downloadable Required Documents
- Downloadable Prototypes
- Other Forms And Information
- Attachments
- Administrative Options



The screenshot displays the 'Main Menu' of the CNAP School Meals Program. The header includes the CNAP logo, the program name, and specific details for Grand Rapids Christian High School, including Agreement # 100049684 and the user Peter Jones. The main content is organized into four sections, each with a list of links:

- APPLICATION AGREEMENT MATERIALS** (Read this first)
  - General Instructions
  - Application Agreement
  - Policy Statement
  - Afterschool Snack Application - Agreement Addendum
- SPONSOR / SITE INFORMATION** (Complete or Update and 'Save' the following forms)
  - Schedule A Sponsor Information
  - Schedule A Site Listing
- PROGRAM FORMS** (Complete or Update and 'Save' the following forms)
  - Prototype Document Certification - Policy Statement
  - Collection Procedure/Accountability - Pre-Paid List
  - Collection Procedure/Accountability - Ticket System
  - Collection Procedure/Accountability - Computer Systems
  - Collection Procedure/Accountability - Roster or Class List
  - NSLP/SBP Collection Procedure Checklist - Preventing Covert Identification
  - NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service
  - NSLP/SBP Collection Procedure Checklist - Eligibility Determination
  - Pre-Award Civil Rights Compliance Review
  - Summer Months Claim Information
- DOWNLOADABLE REQUIRED DOCUMENTS** (Print, Sign and Mail to OSSS)
  - Application Agreement
  - Policy Statement
  - Commodity Agreement
  - School Meals Claim Security Access Form

# Header Details

1. **Home** – Allows the user to return to the page with all initiated applications by the user's district/agency.
2. **Main Menu** – This link will return the user to the list of documents for the current application.
3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.
4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.
5. **View Comments** – Use this to view processor comments.
6. **Logout** – This link will log the user out of the application.
7. **Application and User Information** - Information on which application is currently being worked, the application's current status, fiscal year of the application, and the current user's name, the Applicant Sponsor, and the Agreement Number.

# Application Agreement Materials *(Read This First)*

## Read these documents first

- General Instructions
  - Application Agreement
  - Policy Statement
  - Afterschool Snack Application - Agreement Addendum
  - Program Renewal Certification
- (Print and retain with your Application Agreement)



Processor Overview | Application Search | Main Menu | Errors | Help      Admin | Add Help | Checklist | Logout

Main Menu

**APPLICATION AGREEMENT MATERIALS *(Read this first)***

- [General Instructions](#)
- [Application Agreement](#)
- [Policy Statement](#)
- [Afterschool Snack Application - Agreement Addendum](#)

**SPONSOR / SITE INFORMATION *(Complete or Update and 'Save' the follow***

- [Schedule A Sponsor Information](#)
- [Schedule A Site Listing](#)

**PROGRAM FORMS *(Complete or Update and 'Save' the following forms)***

- [Prototype Document Certification - Policy Statement](#)
- [Collection Procedure/Accountability - Pre-Paid List](#)
- [Collection Procedure/Accountability - Ticket System](#)
- [Collection Procedure/Accountability - Computer Systems](#)
- [Collection Procedure/Accountability - Roster or Class List](#)
- [NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification](#)
- [NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service](#)
- [NSLP/SBP Collection Procedure Checklist - Eligibility Determination](#)
- [Pre-Award Civil Rights Compliance Review](#)
- [Summer Months Claim Information](#)

# Sponsor/Site Information

- Schedule A Sponsor Information
- Schedule A Site Listing



**CNAP**  
Child Nutrition Application Program

Agreement #: 100049684      Grand Rapids Christian High School

Home | Main Menu | Help | Errors

**School Meals Program**  
In Process of Creation  
Fiscal Year: 2004  
User: Peter Jones  
View Comments | Logout

**Main Menu**

**APPLICATION AGREEMENT MATERIALS** *(Read this first)*

- [General Instructions](#)
- [Application Agreement](#)
- [Policy Statement](#)
- [Afterschool Snack Application - Agreement Addendum](#)

**SPONSOR / SITE INFORMATION** *(Complete or Update and "Save" the following forms)*

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**PROGRAM FORMS** *(Complete or Update and "Save" the following forms)*

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- [Collection Procedure/Accountability - Roster or Class List](#)
- [NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification](#)
- [NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service](#)
- [NSLP/SBP Collection Procedure Checklist - Eligibility Determination](#)
- [Pre-Award Civil Rights Compliance Review](#)
- [Summer Months Claim Information](#)

**DOWNLOADABLE REQUIRED DOCUMENTS** *(Print, Sign and Mail to OESS)*

- [Application Agreement](#)
- [Policy Statement](#)
- [Commodity Agreement](#)
- [School Meals Claim Security Access Form](#)

# Sponsor Information

- Enter Sponsor Information on this page.
- If SFA has meals prepared and delivered by a Vendor/Caterer (item 3), you must download, complete and mail the Food Service Contract and Commodity Agreement.
- Item 6, 'Check Month if Claim Form needed', is not required for RCCI Sponsors. If non-RCCI and at least one month is checked, you will be required to complete the Summer Months Claim Information form.
- No entry is required for Meal Types. The Meal Types are determined by selections on the site pages.
- Answer new question on kitchen location and central production kitchen contact information
- When done editing, click the **Save** button

**Sponsor Information**

[RETURN TO APPLICATION MENU](#)


[Save](#) [Clear](#)

Agreement #:	<input type="text" value="150465498"/>		
Sponsor Name:	<input type="text" value="Little Friends Childrens Center"/>		
Address Line 1:	<input type="text" value="544 Cherbourg Dr"/>		
Address Line 2:	<input type="text" value="Ste 102"/>		
City:	<input type="text" value="Lansing"/>		
State:	<input type="text" value="MI"/>	Zip:	<input type="text" value="48917"/>
1. Federal Employer ID Number: <input type="text"/> School District Code: <input type="text"/>			
2. Is SFA operated by a Food Service Management Company? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If YES, Name of Company: <input type="text"/>			
3. Does SFA have meals prepared and delivered by a Vendor/Caterer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If YES, Name of Vendor/Caterer: <input type="text"/>			
4. Type(s) of Special Milk Program Operated (If Applicable): Free <input type="checkbox"/> Pricing <input type="checkbox"/> Non-Pricing <input type="checkbox"/>			

# Site Listing

On the Site Listing page, you can:

- Add and Review your Sites
- Activate and Inactivate Sites
- This page lists the Sponsor and all Sites which are participating, or have participated, in the application
- New Sites are marked with an asterisk (\*)
- Sponsors may mark Sites active or inactive for an application by clicking the checkbox in the **Active** column for a Site, and clicking the **Save** button
- Click the hyperlinked name of the Sponsor to view or edit the Sponsor Information page
- Click the hyperlinked name of a Site to view or edit the Site Information page
- If a Site has Special Milk, an additional Site will be created on the grid to display its Special Milk status, marked with a milk icon.


**CNAP**  
Child Nutrition Application Program  
Agreement #: 444444444

**School Meals Program**  
In Process of Creation  
Fiscal Year: 2003  
User: Sylvania Dye - Super User

[Processor Overview](#) | [Application Search](#) | [Main Menu](#) | [Errors](#) | [Help](#)


[Admin](#) | [Add Help](#) | [Checklist](#) | [Logout](#)


[RETURN TO MAIN MENU](#)

**ADD/REVIEW APPLICANT SITES**

[ADD A SITE](#)  
[Save](#) [Cancel](#)

**Instructions:** To add a site to this application, click the [Add a New Site](#) button. To inactivate a site from this application, select the site by clicking on the box under Active for that site to remove the check and click on the [Save](#) button. To commit changes click the [Save](#) button. To cancel changes to this page click the [Cancel](#) button.

- New sites are marked by an asterisk: \*
- Special Milk sites are marked with a milk icon: 

Name	Agreement Number	Approved	Active	School Breakfast	School Lunch	After-school Snack	Special Milk
<a href="#">GRAND LEDGE PUBLIC SCHOOLS</a>	444444444	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<a href="#">Grand Ledge Elementary</a>	222222222	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
 <a href="#">Grand Ledge Elementary</a>	555M10040						<input checked="" type="checkbox"/>
<a href="#">Grand Ledge High School</a>	333333333	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>
<a href="#">Hazel Elementary</a>	555555555	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>
<a href="#">Willow Ridge Elementary *</a>	111111111	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

[ADD A SITE](#)  
[Save](#) [Cancel](#)

[RETURN TO MAIN MENU](#)

# Adding a Site

## To Add a Site:

- Click the **Add a Site** button on the Site Listing page
- A new window will open
- Enter the site's Agreement Number in the textbox
- If your site is an RCCI and has no Agreement Number, select the checkbox
- Click the **Go** button
- The popup window will close, and you will be directed to the Site Information page



The screenshot shows the 'Add Applicant Site' form within the CNAP application. The form is titled 'Add Applicant Site' and contains the following elements:

- Header:** CNAP Child Nutrition Application Program. Agreement #: 444444444. Grand Ledge Public Schools. School Meals Program In Process of Creation Fiscal Year: 2003. User: Sylviaa Dye - Super User. Admin | Add Help | Checklist | Logout.
- Buttons:** RETURN TO MAIN MENU, ADD/REVIEW APPLICANT SITES, ADD A SITE, Save, Cancel.
- Instructions:** To add a site to this application, click the Add a New Site button. To inactivate a site from this application, select the site by clicking on the box under Active for that site to remove the check and click on the Save button. To commit changes click the Save button. To cancel changes to this page click the Cancel button.
- Form Fields:** Enter Agreement Number: [text box], - OR - Check here if this site does NOT have an Agreement Number: ☐ (Checkbox is allowable only if RCCI).
- Buttons:** Go.
- Footer:** Please enter an agreement number in the box above.

# Site Information

## Complete the Site Information page for each Site:

- Enter Site Information
- If the Site has the Special Milk Program, the Special Milk Enrollment field is required
- If Afterschool Snack is selected, fields under item 5b must be completed
- If a Joint Food Service Contract is required, it must be printed, completed, signed and mailed
- Choose your Site's Kitchen Type, and complete the fields required for your chosen type
- When done editing, click the **Save** button

**Save**

Instructions: Select an Existing Site to Add, or enter information for a new Site below:

**Add Applicant Site**

1. Check here if this site does **NOT** have an Agreement Number: ☐

2. Site Agreement Number:  ([Click here to change Site Name.](#))

3. Site to Add:

Address Line 1:

Address Line 2:

City:

State:  ME Zip:

3. Enrollment:

4. Menu System:

5a. Meal Types:

☐ School Breakfast

☐ School Lunch

☐ Special Milk Program Special Milk Enrollment:

☐ Afterschool Snack

5b. If Afterschool Snack is selected:

Check One:

A. Non Area Eligible ☐

B. Area Eligible: Site has 50%+ free/reduced from October claim ☐

C. Area Eligible based on another site within the attendance area ☐

Building Code Number:

Building Name:

6. Is a Joint Food Service Agreement required?

☐ Yes ☐ No

(If yes, enter data, print, have beneficiary sign, and mail.)

7. Kitchen Type:

If satellite kitchen, provide the building code number of the base kitchen:

or the vendor name:

If base kitchen, provide the number of sites receiving meals from this kitchen (include both base and satellite site(s) in the total):

If on-site or base kitchen, provide the average number of meals provided per day:


8. Is all data for this site correct?

☐ Yes ☐ No

**Save**

# Editing a Site

- Click the hyperlinked Site Name on the Site Listing page to access its Site Information page.
- To edit a Special Milk Site, click the first hyperlinked instance of that site (without the Special Milk icon). The Site Information page applies to both instances of the Site on the Site Listing page.
- When done editing, click the **Save** button on the Site Information page.
- Click the **Return to Previous Page** button to return to the Site Listing page

 **CNAP**  
Child Nutrition Application Program  
Agreement #: 44444444

**School Meals Program**  
In Process of Creation  
Fiscal Year: 2003  
User: Sylvia Dye - Super User

Grand Ledge Public Schools

Processor Overview | Application Search | Main Menu | Errors | Help

Admin | Add Help | Checklist | Logout


RETURN TO MAIN MENU


ADD/REVIEW APPLICANT SITES

ADD A SITE

Save Cancel

**Instructions:** To add a site to this application, click the [Add a New Site](#) button. To inactivate a site from this application, select the site by clicking on the box under Active for that site to remove the check and click on the [Save](#) button. To commit changes click the [Save](#) button. To cancel changes to this page click the [Cancel](#) button.

- New sites are marked by an asterisk: \*
- Special Milk sites are marked with a milk icon: 

Name	Agreement Number	Approved	Active	School Breakfast	School Lunch	After-school Snack	Special Milk
<a href="#">GRAND LEDGE PUBLIC SCHOOLS</a>	44444444	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<a href="#">Grand Ledge Elementary</a>	22222222	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
 <a href="#">Grand Ledge Elementary</a>	55555555	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>
<a href="#">Grand Ledge High School</a>	33333333	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>
<a href="#">Hazel Elementary</a>	55555555	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>
<a href="#">Willow Ridge Elementary *</a>	11111111	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

ADD A SITE

Save Cancel

RETURN TO MAIN MENU

# Program Forms

You will see forms applicable to your program.

- Prototype Document Certification – Policy Statement
- Collection Procedure/Accountability-Pre-Paid List (if non-RCCI)
- Collection Procedure/Accountability-Ticket System (if non-RCCI)
- Collection Procedure/Accountability-Computer System (if non-RCCI)
- Collection Procedure/Accountability-Roster or Class List (if non-RCCI)
- Collection Procedure/Accountability For Residential Child Care Institutions
- NSLP/SBP Collection Procedure Checklist-Preventing Overt Identification (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Adequate Counting System at Point of Service (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Eligibility Determination (non-RCCI)
- Pre-Award Civil Rights Compliance Review (new applicant only)
- Summer Month Claim Information (non-RCCI, only if at least one of June, July or August is checked on the Sponsor Information page)



 **CNAP**  
Child Nutrition Application Program

Agreement #: 100049684      Grand Rapids Christian High School

Home | Main Menu | Help | Errors      View Comments | Logout

**School Meals Program**  
In Process of Creation  
Fiscal Year: 2004  
User: Peter Jones

**Main Menu**

**APPLICATION AGREEMENT MATERIALS (Read this first)**

- [General Instructions](#)
- [Application Agreement](#)
- [Policy Statement](#)
- [Afterschool Snack Application - Agreement Addendum](#)

**SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)**

- [Schedule A Sponsor Information](#)
- [Schedule A Site Listing](#)

**PROGRAM FORMS (Complete or Update and "Save" the following forms)**

- [Prototype Document Certification - Policy Statement](#)
- [Collection Procedure/Accountability - Pre-Paid List](#)
- [Collection Procedure/Accountability - Ticket System](#)
- [Collection Procedure/Accountability - Computer Systems](#)
- [Collection Procedure/Accountability - Roster or Class List](#)
- [NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification](#)
- [NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service](#)
- [NSLP/SBP Collection Procedure Checklist - Eligibility Determination](#)
- [Pre-Award Civil Rights Compliance Review](#)
- [Summer Months Claim Information](#)

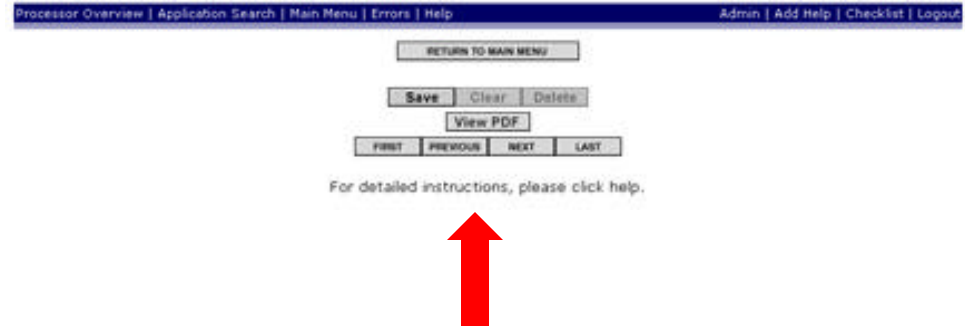
**DOWNLOADABLE REQUIRED DOCUMENTS (Print, Sign and Mail to OSSS)**

- [Application Agreement](#)
- [Policy Statement](#)
- [Commodity Agreement](#)
- [School Meals Claim Security Access Form](#)

# Navigating in Program Forms

## To Navigate in Program Forms:

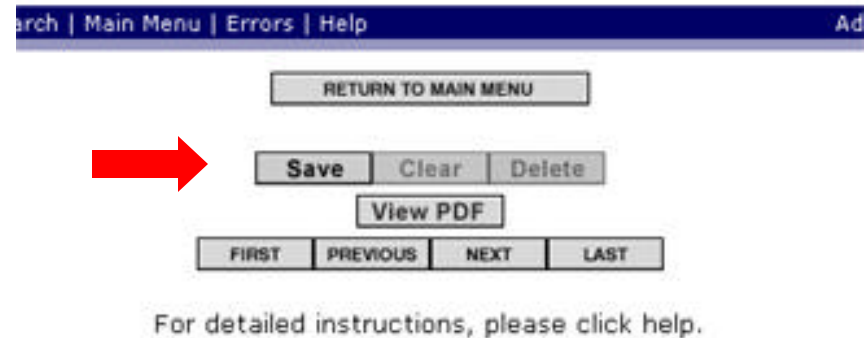
- Select a hyperlinked Program Form name from the Main Menu
- To continue working through the forms, click the **First**, **Previous**, **Next** or **Last** buttons at the top or bottom of the Program Form page
- You may stop working on your application and start again at any time. All information you have saved will be retained in CNAP.
- When you come back, click the hyperlinked Program Form name on the Main Menu where you left off



# Saving Program Forms

**Program Forms must be SAVED by clicking the Save button or information will be lost**

- Remember to **Save** pages before navigating away
- When entering long narrative text into textboxes, it's a good idea to **copy** and **paste** from a word processing program
- Save Early, Save Often



# Program Forms (continued)

## Prototype Document Certification – Policy Statement

- If option A is selected, do not fill out the rest of this page.
- If option B is selected, at least one of the prototype documents checkboxes must be selected.
- If **Other** is selected, a description is required in the textbox
- Selection of any of the prototype documents will require submission of the document(s) for approval. Return to the Main Menu to upload or mail the required documents (located in the **Attachments** section)
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

PROTOTYPE DOCUMENT CERTIFICATION - POLICY STATEMENT

☐ A. We are using the 2002-2003 prototypes provided by MDE on our letterhead.

☐ B. We plan to change the forms indicated below.  
(Prototype changes require prior Michigan Department of Education Food and Nutrition Program approval.)

☐ Letter to Parents

☐ Application for Free Milk

☐ Sample Public Release for Free and Reduced Price Meals/Free Milk

☐ Application for Free and Reduced Price Meals

☐ Approval/Disapproval Form to Parents

☐ Other (Specify)

To attach forms required for approval, return to the [Main Menu](#)

Check here if all data is correct. ☐

# Program Forms (continued)

## Collection Procedure/Accountability- Pre-Paid List (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)	
COLLECTION PROCEDURE/ACCOUNTABILITY - PRE-PAID LIST	
Free meal or milk recipients are automatically included on a checklist. Reduced price and full paid children are allowed to pay in advance for the meals or milk and their names are added to the list. Children's names are checked as they go through the serving line. The option of and procedure for advance payment for the meals or milk must be explained to the children and parents.	
a. Pre-payment for meals/milk:	<input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER: <input type="text"/>
b. Location of payment:	<input type="checkbox"/> OFFICE <input type="checkbox"/> CLASSROOM <input type="checkbox"/> CAFETERIA <input type="checkbox"/> MAIL <input type="checkbox"/> OTHER: <input type="text"/>
c. Time of payment:	<input type="checkbox"/> BEFORE SCHOOL <input type="checkbox"/> BEFORE LUNCH <input type="checkbox"/> DURING SCHOOL <input type="checkbox"/> AFTER SCHOOL
d. Checklist used at:	<input type="checkbox"/> BEGINNING OF SERVING LINE * <input type="checkbox"/> END OF SERVING LINE <input type="checkbox"/> OTHER: (specify) <input type="text"/>
e. Method used to check names:	<input type="checkbox"/> Self-Identification by Student (name or ID number) <input type="checkbox"/> Visual Identification by Teacher, Cashier, etc. with Back-up Self ID (name or ID number) <input type="checkbox"/> Other: (specify) <input type="text"/>
f. Meal count:	<input type="checkbox"/> End of Meal Comparison of Checklist to List of Names of Eligible Children <input type="checkbox"/> End of Meal Tally of Codes and Number of Children Checked Off <input type="checkbox"/> Other: (specify) <input type="text"/>
g. Cash payment accepted in serving line?	<input type="checkbox"/> YES <input type="checkbox"/> NO
h. Cash meals counted by:	<input type="checkbox"/> TALLY SHEET OR HAND COUNTER <input type="checkbox"/> ENTRY ON CODED CASH REGISTER KEYS <input type="checkbox"/> OTHER: (specify) <input type="text"/>
<input type="checkbox"/> ELEMENTARY SCHOOLS <input type="checkbox"/> MIDDLE SCHOOLS <input type="checkbox"/> JUNIOR HIGH SCHOOLS <input type="checkbox"/> HIGH SCHOOLS	
* Meal counts may be taken at the beginning of the serving line only when the school district <b>ensures</b> that meals are monitored for completeness at the end of the serving line.	
Check here if all data is correct. <input type="checkbox"/>	

# Program Forms (continued)

## Collection Procedure/Accountability-Ticket System (non-RCCL)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Complete the section on Preventing Overt Identification
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)	
<b>COLLECTION PROCEDURE/ACCOUNTABILITY - TICKET SYSTEM</b>	
Students eligible for free meals or free milk and those students pre-paying the reduced or full price are issued a coded ticket or token. All tickets or tokens are identical except for codes known only to authorized school personnel and used for accounting purposes. The option of and procedure for advance payment for the meals and milk must be explained to the children and parents.	
a. Pre-payment for meals/milk:	<input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER: _____
b. Location of payment:	<input type="checkbox"/> OFFICE <input type="checkbox"/> CLASSROOM <input type="checkbox"/> CAFETERIA <input type="checkbox"/> MAIL <input type="checkbox"/> OTHER: _____
c. Time of payment:	<input type="checkbox"/> BEFORE SCHOOL <input type="checkbox"/> BEFORE LUNCH <input type="checkbox"/> DURING SCHOOL <input type="checkbox"/> AFTER SCHOOL
d. Tickets collected at:	<input type="checkbox"/> BEGINNING OF SERVING LINE * <input type="checkbox"/> END OF SERVING LINE <input type="checkbox"/> OTHER: (specify) _____
e. Type of code:	<input type="checkbox"/> NUMBER SERIES <input type="checkbox"/> DATE PLACEMENT <input type="checkbox"/> HOLE PUNCH <input type="checkbox"/> OTHER: _____
f. Meal count:	<input type="checkbox"/> Tickets collected in Serving Line and Tabulated by Name or Code for Each Category <input type="checkbox"/> Category Indicated by Ticket Code is Recorded on the Cash Register or Tally Sheet for Each Category <input type="checkbox"/> Other: (specify) _____
g. Cash payment accepted in serving line?	<input type="checkbox"/> YES <input type="checkbox"/> NO
h. Cash meals counted by:	<input type="checkbox"/> TALLY SHEET OR HAND COUNTER <input type="checkbox"/> ENTRY ON CODED CASH REGISTER KEYS <input type="checkbox"/> OTHER: (specify) _____
<input type="checkbox"/> ELEMENTARY SCHOOLS <input type="checkbox"/> MIDDLE SCHOOLS <input type="checkbox"/> JUNIOR HIGH SCHOOLS <input type="checkbox"/> HIGH SCHOOLS	
* Meal counts may be taken at the beginning of the serving line only when the school district ensures that meals are monitored for completeness at the end of the serving line.	
<b>Preventing Overt Identification</b>	
1. Are children eligible for free or reduced price meals or free milk required to obtain their medium of exchange (tickets or tokens) in a different manner or location from children paying the full price?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. In the distribution of tickets/tokens, is it obvious which children are receiving free or reduced price tickets/tokens?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are tickets/tokens available only to children eligible for free or reduced price meals or free milk?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are children who purchase meals or milk with cash aware that tickets/tokens are available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Which of the following do you use to promote pre-paid meals?	
<input type="checkbox"/> Statement on menu	<input type="checkbox"/> Letter to parents
<input type="checkbox"/> Poster by cashier	<input type="checkbox"/> Student handbook
<input type="checkbox"/> Other (specify) _____	
6. Are any of the following ticket/token coding methods used? If you mark "Yes," you do NOT have an acceptable coding method.	
a. Different colored tickets/tokens	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. Different colored marks on tickets/tokens	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. Different colored ink on tickets/tokens	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. Obvious codes (e.g., F, R, P or F2345, R2345, P2345)	<input type="checkbox"/> YES <input type="checkbox"/> NO
e. Different symbols on tickets/tokens (e.g., Circle=Free, Square=Reduced, Triangle=Paid)	<input type="checkbox"/> YES <input type="checkbox"/> NO
f. Different types or shapes of tickets/tokens	<input type="checkbox"/> YES <input type="checkbox"/> NO
g. Single letter or single digit codes (e.g., A, B, C or 1, 2, 3)(Not Recommended)	<input type="checkbox"/> YES <input type="checkbox"/> NO
h. One number codes (e.g., 1000=Free, 2000=Reduced, 3000=Paid)(Not Recommended)	<input type="checkbox"/> YES <input type="checkbox"/> NO
NOTE: If free or reduced tickets/tokens can easily be picked out from the paid tickets/tokens, this results in overt identification and is not acceptable.	
Check here if all data is correct. <input type="checkbox"/>	

# Program Forms (continued)

## Collection Procedure/Accountability- Computer System (non-RCCI)

- Note: “a. Payment for meals/milk” has separate items for frequency and method.
- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

**GRAND LEDGE PUBLIC SCHOOLS(00900)**  
**COLLECTION PROCEDURE/ACCOUNTABILITY - COMPUTER SYSTEMS**

Students eligible for free meals or free milk and those paying the full or reduced price are issued special tickets or ID cards to use with the electronic or computer system. At the time of the meal service, students run their tickets or ID card through the system's electronic machine or scanner. The machine or scanner then automatically records the meals by category. Meal counts by type are later totaled and recorded. All tickets or cards are identical except for the electronic computer codes known only to the system and/or to authorized school personnel and used for accounting purpose.

a. Payment for meals/milk:

1. Frequency: ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ OTHER:

2. Method: ☐ PREPAYMENT ☐ POST BILLING ☐ OTHER:

b. Location of payment: ☐ OFFICE ☐ CLASSROOM ☐ CAFETERIA  
☐ MAIL ☐ OTHER:

c. Time of Payment: ☐ BEFORE SCHOOL ☐ BEFORE LUNCH  
☐ DURING SCHOOL ☐ AFTER SCHOOL

d. Tickets or cards accepted at: ☐ BEGINNING OF SERVING LINE \* ☐ END OF SERVING LINE  
☐ OTHER: (specify)

e. Ticket/card code: ☐ NUMBER SERIES ☐ BAR CODE ☐ OTHER:

f. Cash payment accepted in serving line? ☐ YES ☐ NO

g. Cash meals counted by:

☐ ENTRY ON CODED REGISTER KEYS  
☐ OTHER: (specify)

☐ ELEMENTARY SCHOOLS ☐ MIDDLE SCHOOLS ☐ JUNIOR HIGH SCHOOLS ☐ HIGH SCHOOLS

\* Meal counts may be taken at the beginning of the serving line only when the school district ensures that meals are monitored for completeness at the end of the serving line.  
Check here if all data is correct. ☐

# Program Forms (continued)

## Collection Procedure/ Accountability- Roster or Class List (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)

**COLLECTION PROCEDURE/ACCOUNTABILITY – ROSTER OR CLASS LIST**

Free meal or milk recipients are automatically included on a checklist. All students wishing to purchase meals or milk must pre-pay and are then added to the checklist. Money is collected elsewhere and students are checked off as they receive their meal. The option of and procedure for advance payment for the meals or milk must be explained to the children and parents.

a. Pre-Payment for meals/milk: ☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ OTHER:

b. Location of payment: ☐ OFFICE ☐ CLASSROOM ☐ CAFETERIA ☐ MAIL  
☐ OTHER:

c. Time of Payment: ☐ BEFORE SCHOOL ☐ BEFORE LUNCH  
☐ DURING SCHOOL ☐ AFTER SCHOOL

d. Checklist used at: ☐ BEGINNING OF SERVING LINE \* ☐ END OF SERVING LINE  
☐ OTHER: (specify)

e. Method used to check names: ☐ Self-Identification by Student (name or ID number)  
☐ Visual Identification by Teacher, Cashier, etc. with Back-up Self ID (name or ID number)  
☐ OTHER: (specify)

f. Cash meals counted by: ☐ TALLY SHEET OR HAND COUNTER  
☐ ENTRY ON CODED REGISTER KEYS  
☐ OTHER: (specify)

☐ ELEMENTARY SCHOOLS ☐ MIDDLE SCHOOLS ☐ JUNIOR HIGH SCHOOLS ☐ HIGH SCHOOLS

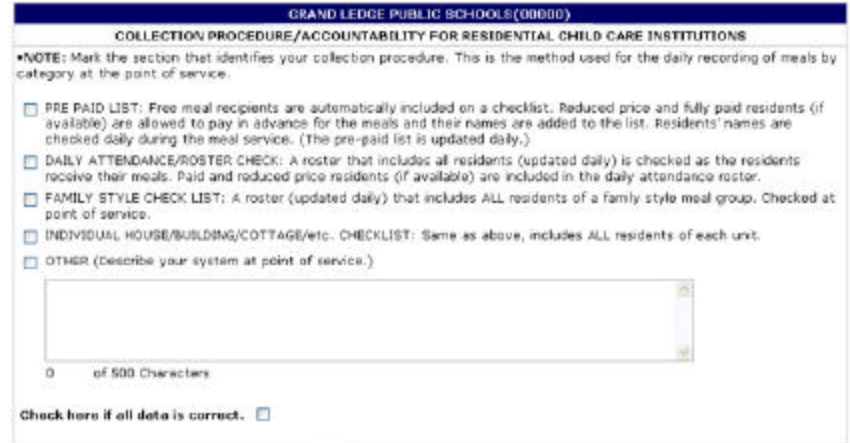
\* Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line.

Check here if all data is correct. ☐

# Program Forms (continued)

## Collection Procedure/Accountability For Residential Child Care Institutions (RCCI)

- Mark the section that identifies your collection procedure
- If **Other** is selected, a description must be provided
- Verify that all data is correct
- **Click the SAVE button before proceeding**



GRAND LEDGE PUBLIC SCHOOLS(00000)

**COLLECTION PROCEDURE/ACCOUNTABILITY FOR RESIDENTIAL CHILD CARE INSTITUTIONS**

•NOTE: Mark the section that identifies your collection procedure. This is the method used for the daily recording of meals by category at the point of service.

☐ PRE PAID LIST: Free meal recipients are automatically included on a checklist. Reduced price and fully paid residents (if available) are allowed to pay in advance for the meals and their names are added to the list. Residents' names are checked daily during the meal service. (The pre-paid list is updated daily.)

☐ DAILY ATTENDANCE/ROSTER CHECK: A roster that includes all residents (updated daily) is checked as the residents receive their meals. Paid and reduced price residents (if available) are included in the daily attendance roster.

☐ FAMILY STYLE CHECK LIST: A roster (updated daily) that includes ALL residents of a family style meal group. Checked at point of service.

☐ INDIVIDUAL HOUSE/BUILDING/COTTAGE/etc. CHECKLIST: Same as above, includes ALL residents of each unit.

☐ OTHER (Describe your system at point of service.)

0 of 500 Characters

Check here if all data is correct. ☐

# Program Forms (continued)

## NSLP/SBP Collection Procedure Checklist – Preventing Overt Identification (non-RCCI)

- Select Yes or No for each of the questions
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)	
NSLP/SBP COLLECTION PROCEDURE CHECKLIST - PREVENTING OVERT IDENTIFICATION	
To help us further analyze your collection procedure, please answer the following questions. State agency staff will contact you if your collection procedure is unacceptable.	
<b>PREVENTING OVERT IDENTIFICATION</b>	
	<b>YES NO</b>
1. Are any serving lines which offer reimbursable meals set up to receive cash only?	<input type="checkbox"/> <input type="checkbox"/>
2. Are children eligible for free or reduced price meals or free milk required to use a separate dining area, go through a separate serving line, enter through a separate entrance or consume their meals at a different time than children paying the full price?	<input type="checkbox"/> <input type="checkbox"/>
3. Are only children eligible for free or reduced price meals or free milk listed on meal or milk count checklists or rosters?	<input type="checkbox"/> <input type="checkbox"/>
Check here if all data is correct: <input type="checkbox"/>	

# Program Forms (continued)

## NSLP/SBP Collection Procedure Checklist – Adequate Counting System At Point Of Service (non-RCCI)

- Select Yes or No for each of the questions
- If the counting system is not described or is not described in sufficient detail, and you need to provide a complete description, click the hyperlink to return to the Main Menu to upload or mail your attachment(s)
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS (00000)			
NSLP/SBP COLLECTION PROCEDURE CHECKLIST – ADEQUATE COUNTING SYSTEM AT POINT OF SERVICE			
HAVE AN ADEQUATE COUNTING SYSTEM AT THE POINT OF SERVICE		YES	NO
1.	Are claims based solely on meal or milk counts taken in the morning in the classroom or at any other time before the meal or milk service?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are monthly claims based on number of tickets/tokens sold and distributed instead of the actual number collected at time of service?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are meal counts based solely upon tray or plate counts?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are daily counts based only on the number of eligible students that have applications on file and not daily counts taken at point of service?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is cash given to students eligible for free or reduced meals or free milk to pay for their meals or milk?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the meal count taken at the beginning of the serving line? *	<input type="checkbox"/>	<input type="checkbox"/>

\*Ideal counts taken at the beginning of the serving line are acceptable only if the School Food Authority provides an assurance that the School Food Authority is also checking meals at the END of the serving line to ensure that meals are reimbursable.

NOTE: If the counting procedure is not described or is not described in sufficient detail to answer the questions that apply to your system, the description is not complete and cannot be approved until a complete description is provided. Please attach additional pages as needed.

To upload attachments, return to the [Main Menu](#).

Check here if all data is correct. ☐

# Program Forms (continued)

## NSLP/SBP Collection Procedure Checklist – Eligibility Determination (non-RCCI)

- Provide the names and titles as requested
- The same person cannot be designated for both questions
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS (00000)	
NSLP/SBP COLLECTION PROCEDURE CHECKLIST - ELIGIBILITY DETERMINATION	
1.	The person designated to review applications and make determination of eligibility for free and reduced price meals for the current school year is: Name: <input type="text"/> Title: <input type="text"/>
2.	When an application for free and reduced price meals is rejected, the parents or guardians will be informed in writing of the reason for denial and of the hearing procedure. The designated hearing official for the current school year is: Name: <input type="text"/> Title: <input type="text"/> Address: <input type="text"/>
<small>(The hearing official must be someone who is <b>not</b> involved in the original eligibility determination. It is suggested that he/she hold a position superior to that of the determining official.)</small>	
Check here if all data is correct. <input type="checkbox"/>	

# Program Forms (continued)

## Pre-Award Civil Rights Compliance Review (new applicants)

- Provide an estimate of both the racial and ethnic makeup of your school's enrollment and your Food Service Staff.
- An entry is required in every textbox. An entry of **0** is allowed.
- Complete the remaining questions, where applicable.
- Verify that all data is correct
- **Click the SAVE button before proceeding**

GRAND LEDGE PUBLIC SCHOOLS(00000)		
PRE-AWARD CIVIL RIGHTS COMPLIANCE REVIEW		
The following items must be completed before your school can be approved for participation in the National School Lunch, Commodity Distribution, Special Milk, Afterschool Snack and Breakfast Programs. To be eligible for these Programs, each institution must make the Program(s) available to children regardless of race, color, national origin, sex, age or disability.		
1. Provide an estimate of both the racial and the ethnic make up of your school's enrollment and your Food Service Staff:		
<b>RACIAL IDENTITY</b>	<b>ENROLLMENT</b>	<b>FOOD SERVICE STAFF</b>
American Indian or Alaskan Native	10	2
Asian	3	1
Black or African American	3	1
Native Hawaiian or Other Pacific Islander	3	5
White	3	1
<b>TOTAL</b>	<b>* 46</b>	<b>** 10</b>
<b>ETHNIC IDENTITY</b>	<b>ENROLLMENT</b>	<b>FOOD SERVICE STAFF</b>
Hispanic or Latino	45	5
Not Hispanic or Latino	1	5
<b>TOTAL</b>	<b>* 46</b>	<b>** 10</b>
* Total enrollment or ** Total number of Food Service Staff at the school district		
2. If applicable, describe any membership requirements that are a prerequisite for admission to your school:		
<input type="text"/>		
4 of 500 Characters		
3. List the names of other Federal Agencies providing assistance to your school:		
<input type="text"/>		
4 of 500 Characters		
4. Identify any findings of civil rights noncompliance by the Federal Agencies providing assistance to your school:		
<input type="text"/>		
4 of 500 Characters		
Check here if all data is correct. <input checked="" type="checkbox"/>		

# Program Forms (continued)

## Summer Months Claim Information (non-RCCI)

- Select either Yes or No for questions 1 and 2 under **Regular School Year**
- Under **Summer School Programs**, if you select No for question 1, the remainder of the questions are not required
- Under **Summer School Programs**, if you select Yes for question 1, you must complete the remainder of the questions on this page
- Verify that all data is correct
- **Click the SAVE button before proceeding**

**GRAND LEDGE PUBLIC SCHOOLS(00000)**  
**SUMMER MONTHS CLAIM INFORMATION**

Please check appropriate boxes and complete requested information related to claiming meals during the summer months.

**Regular School Year:**

Check one answer for each question.

1. Will the end of your regular school year exceed more than 10 meal serving days in June?  
☐ **Yes** Requires a separate June claim. Check June on the application.  
☐ **No** Do not check June on the application. Combine 10 or less days in June with your May claim.

2. Will the beginning of the next regular school year exceed more than 10 meal serving days in August?  
☐ **Yes**  
☐ **No** Do not check August on your application. Combine 10 or less days in August with your September claim.

**Summer School Programs (Extended School Year):**  
If your school district is going to be operating a summer school program that is an integral part of the curriculum or an extension of a local education program, prior State Agency review and approval is required to submit claims and/or order commodities for the School Meals Program.

1. Will you be operating a Summer School Program? (If No, The rest of this form is not required.)  
☐ **Yes**  
☐ **No**

If Yes, complete the following:

**Summer School Months:**

☐ **June:** If regular school days in June plus summer school days in June total more than 10 days, combine them and submit a claim for the month of June

☐ **July:** Do not combine July with any other month

☐ **August:** If summer school days in August plus regular school days in August total more than 10 days, combine them and submit a claim for the month of August

2. Dates of Summer School operation:

3. Type of Summer School Program(s) operated:

4. Meal types served:  
☐ Lunch  
☐ Breakfast  
☐ Afterschool Snack (cannot be claimed without claiming Lunch)

5. Number of students enrolled:

6. Will you need to order commodities for the summer months?  
☐ **Yes**  
☐ **No**

Check here if all data is correct. ☐

# Downloadable Required Documents

- You will see forms applicable to your program.
- Application Agreement
- Policy Statement
- Commodity Agreement
- Food Service Contract
- Joint Food Service Agreement
- Security Forms

## APPLICATION AGREEMENT MATERIALS *(Read this first)*

- [General Instructions](#)
- [Application Agreement](#)
- [Policy Statement](#)
- [Afterschool Snack Application - Agreement Addendum](#)

## SPONSOR / SITE INFORMATION *(Complete or Update and 'Save' the following forms)*

- [Schedule A Sponsor Information](#)
- [Schedule A Site Listing](#)

## PROGRAM FORMS *(Complete or Update and 'Save' the following forms)*

- [Prototype Document Certification - Policy Statement](#)
- [Collection Procedure/Accountability - Pre-Paid List](#)
- [Collection Procedure/Accountability - Ticket System](#)
- [Collection Procedure/Accountability - Computer Systems](#)
- [Collection Procedure/Accountability - Roster or Class List](#)
- [NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification](#)
- [NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service](#)
- [NSLP/SBP Collection Procedure Checklist - Eligibility Determination](#)
- [Pre-Award Civil Rights Compliance Review](#)

## DOWNLOADABLE REQUIRED DOCUMENTS *(Print, Sign and Mail to OSSS)*

- [Application Agreement](#)
- [Policy Statement](#)
- [Commodity Agreement](#)
- [Food Service Contract](#)
- [School Meals Claim Security Access Form](#)
- [CNAP School Meals Security Access Form](#)



# Downloadable Required Documents

*(Print, Sign and Mail to OSSS)*

- Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.
- Download all items in this list by clicking the hyperlink. A new window will open from which you can print or save the document.



SM-618-A Rev. 1/92

Michigan Department of Education  
Office of School Support Services  
FOOD AND NUTRITION PROGRAM  
P.O. Box 30003, Lansing, Michigan 48909

Direct questions regarding this form to (517) 373-2247

**2003-2004 NATIONAL SCHOOL LUNCH/COMMODITY DISTRIBUTION SPECIAL MILK AND BREAKFAST PROGRAMS: POLICY STATEMENT**

• Check ONE or MORE:

☐ School Breakfast ☐ School Lunch ☐ After School Snack ☐ Special Milk  
☐ Commodity Only Program (No Meal Reimbursement) ☐ Child and Adult Care Food Program

EDUCATIONAL AGENCY: Legal Name of Facility: Agreement Number: Telephone - A.C. / Local No.:

Address:

**MAILING INSTRUCTIONS:**  
**NOTE:** If the policy your file. This is a policy statement.

The school food authority is following policy to determine Special Milk and Commodity.

A. Agrees to serve free meals.

**PART I. SCHOOL LUNCH PROGRAM/COMMODITY DISTRIBUTION**

I. AGREEMENT  
A. THE STATE AGENCY AND THE SPONSOR MUTUALLY AGREE:

1. For the purpose of this Agreement, the following terms shall be construed to mean, respectively:

(a) Cost of providing a Meal or Snack: food, labor, benefits, supplies, depreciation and indirect cost associated with reimbursable meal or snack served to a child. Cost related to supervision of children outside of the food service area such as playground, etc. is not considered a program cost.

(b) School Year: A period of twelve calendar months beginning July 1 of any calendar year and ending with June 30 of the following calendar year.

(c) Nonprofit Food Service Program: A food service program maintained for the benefit of children and where all of the income is used solely for the operation or improvement for such food service.

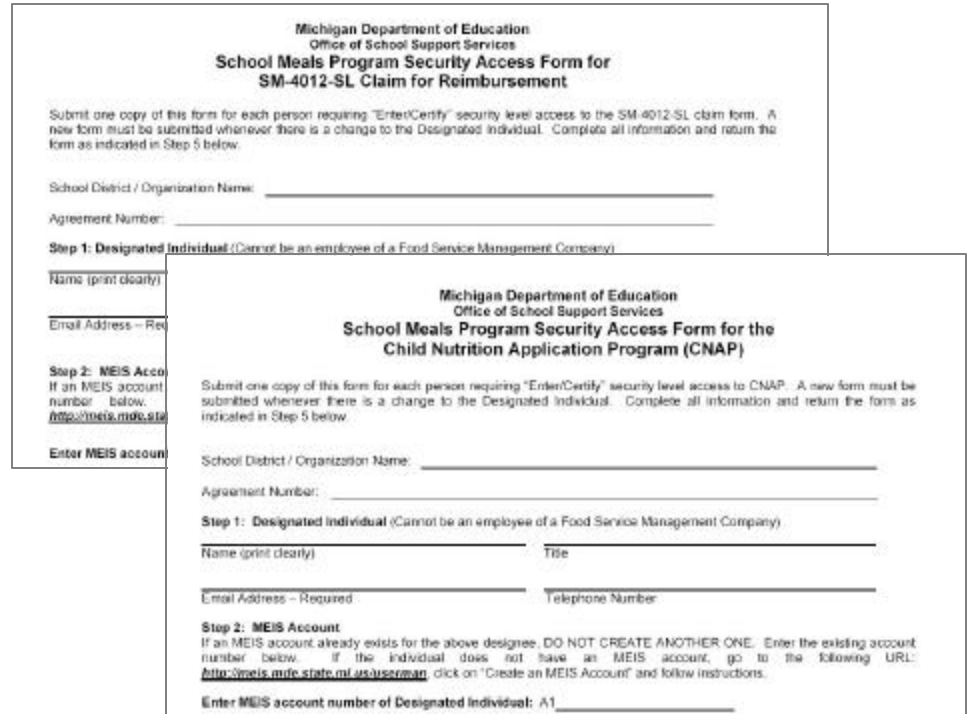
(d) Sponsor: The board of education of a school district which serves youth in high school grade or under the governing body of an institution.

(e) Milk: See Definition in Part 3.

2. Schedule A is a list of all schools within the district and will be part of this Agreement.

# Downloadable Required Documents (continued)

- School Meals Claim Security Access Form is required to be completed, signed and mailed each year
- CNAP School Meals Security Access Form is required to be completed, signed and mailed from FY 2004-2005 onward
- If a document is required to be attached (uploaded or mailed), do so under the **Attachments** section on the Main Menu.



The image shows two overlapping forms. The top form is titled "Michigan Department of Education, Office of School Support Services, School Meals Program Security Access Form for SM-4012-SL Claim for Reimbursement". It includes instructions to submit one copy for each person requiring "Enter/Certify" security level access. It has fields for "School District / Organization Name" and "Agreement Number". Below these is "Step 1: Designated Individual (Cannot be an employee of a Food Service Management Company)" with fields for "Name (print clearly)" and "Email Address - Required".

The bottom form is titled "Michigan Department of Education, Office of School Support Services, School Meals Program Security Access Form for the Child Nutrition Application Program (CNAP)". It also includes instructions to submit one copy for each person requiring "Enter/Certify" security level access to CNAP. It has fields for "School District / Organization Name" and "Agreement Number". Below these is "Step 1: Designated Individual (Cannot be an employee of a Food Service Management Company)" with fields for "Name (print clearly)", "Title", "Email Address - Required", and "Telephone Number".

Both forms have a "Step 2: MEIS Account" section. The top form says "If an MEIS account number below: <http://meis.mde.state.mi.us> Enter MEIS account". The bottom form says "If an MEIS account already exists for the above designee, DO NOT CREATE ANOTHER ONE. Enter the existing account number below. If the individual does not have an MEIS account, go to the following URL: <http://meis.mde.state.mi.us/userman>, click on 'Create an MEIS Account' and follow instructions. Enter MEIS account number of Designated Individual: A1 \_\_\_\_\_".

# Downloadable Prototypes

- Downloadable Prototypes are required to be submitted to OSSS if changes to the forms provided are indicated on the Prototype Document Certification page



**PROGRAM FORMS** (Complete or Update and "Save" the following forms)

- [Prototype Document Certification - Policy Statement](#)
- [Collection Procedure/Accountability - Pre-Paid List](#)
- [Collection Procedure/Accountability - Ticket System](#)
- [Collection Procedure/Accountability - Computer Systems](#)
- [Collection Procedure/Accountability - Roster or Class List](#)
- [NSLP/SBP Collection Procedure Checklist - Preventing Overt Identification](#)
- [NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service](#)
- [NSLP/SBP Collection Procedure Checklist - Eligibility Determination](#)
- [Pre-Award Civil Rights Compliance Review](#)

**DOWNLOADABLE REQUIRED DOCUMENTS** (Print, Sign and Mail to OSSS)

- [Application Agreement](#)
- [Policy Statement](#)
- [Community Agreement](#)
- [Food Service Contract](#)
- [School Meals Claim Security Access Form](#)
- [CNAP School Meals Security Access Form](#)

**DOWNLOADABLE PROTOTYPES** (Review the Instructions for the following Prototypes)

- [Letter to Parents - Confidential](#)
- [Letter to Parents - Shared Information](#)
- [Letter to Parents - Family Application](#)
- [Application for Free and Reduced Price School Meals](#)
- [Application for Free Milk](#)
- [Family Application for Free and Reduced Price School Meals](#)
- [Approval/Disapproval Form to Parents](#)
- [Sample Public Release for Free and Reduced Price Meals](#)
- [Sample Public Release for Free Milk](#)

**OTHER FORMS AND INFORMATION**

# Downloadable Prototypes

## Documents in this section include:

- Letter To Parents – Confidential
- Letter To Parents – Shared Information
- Letter To Parents – Family Application
- Application For Free and Reduced Price School Meals
- Application For Free Milk
- Family Application For Free And Reduced Price School Meals
- Approval/Disapproval Form To Parents
- Sample Public Release For Free And Reduced Price Meals
- Sample Public Release For Free Milk
- If a document is required to be submitted (uploaded or mailed), do so under the **Attachments** section on the Main Menu.



The image displays three overlapping document prototypes. The top document is titled "APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS" (SM-4458-A, Rev. 5/02). It includes a header with the CNAP logo and a table with columns for "NAME OF STUDENT", "SCHOOL", and "GRADE". Below the table is a section for "Dear Parent or Guardian" and a "Date" field. The middle document is titled "APPLICATION FOR FREE MILK" (SM-4458-A, Rev. 5/02). It also includes a header with the CNAP logo and a table with columns for "NAME OF STUDENT", "SCHOOL", and "GRADE". Below the table is a section for "Dear Parent or Guardian" and a "Date" field. The bottom document is titled "ATTACHMENT #2 FM (Letter)" and contains text regarding the application process for free milk, including a section for "HOW TO APPLY" and instructions for "FOOD STAMP/FIP HOUSEHOLDS" and "FOSTER CHILD".

# Other Forms and Information

- [Food Service Contract](#)
- [School Meals Claim Security Access Form](#)
- [CNAP School Meals Security Access Form](#)

## DOWNLOADABLE PROTOTYPES *(Review the Instructions for the following Prototypes)*

- [Letter to Parents – Confidential](#)
- [Letter to Parents – Shared Information](#)
- [Letter to Parents – Family Application](#)
- [Application for Free and Reduced Price School Meals](#)
- [Application for Free Milk](#)
- [Family Application for Free and Reduced Price School Meals](#)
- [Approval/Disapproval Form to Parents](#)
- [Sample Public Release for Free and Reduced Price Meals](#)
- [Sample Public Release for Free Milk](#)

## OTHER FORMS AND INFORMATION

### Forms: *(Recommended for your use)*

- [Snack Menu Production and Meal Count Record / Daily Snack Count](#)
- [Afterschool Snack Program Roster](#)
- [Afterschool Snack Program Sign-in Sheet](#)
- [Afterschool Snack Program On-Site Review](#)

### Information: *(For your reference)*

- [Comparison of Afterschool Snack Program](#)
- [Frequently Asked Questions and Answers about Snacks](#)
- [Afterschool Snack Requirements](#)
- [Sample Afterschool Snack Menus](#)
- [Guidelines for Use in Schools](#)
- [Using Family Application for Free and Reduced Meals](#)
- [Menu Planning](#)

## ATTACHMENTS *(upload or Mail files using this utility)*

- Instructions to Upload or Mail Files

# Other Forms and Information

- **Forms:**
- Snack Menu, Production and Meal Count Record / Daily Snack Count
- Afterschool Snack Program Roster
- Afterschool Snack Program Sign-in Sheet
- Afterschool Snack Program On-Site Review
- **Information:**
- Comparison of After School Snack Program
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- Afterschool Snack Requirements
- Sample Afterschool Snack Menus
- Guidelines for Use in Schools
- Using Family Application for Free and Reduced Meals
- Menu Planning

# Attachments

## Upload Files or Confirm Mailing using this utility

- Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.
- Your application may not be approved until all required items have been received.

## Items which may appear in this list include:

- Signed copy of Application Agreement
- Signed copy of Policy Statement
- Joint Food Service Agreements
- Current License to Provide Residential Child Care Services
- Food Service Contract
- Commodity Agreement
- Explanation of Alternate Menu Planning Approach
- Prototype documents
- School Meals Claim Security Form
- CNAP School Meals Security Access Form (from 2005 onward)



[Letter to Parents - Family Application](#)  
[Application for Free and Reduced Price School Meals](#)  
[Application for Free Milk](#)  
[Family Application for Free and Reduced Price School Meals](#)  
[Approval/Disapproval Form to Parents](#)  
[Sample Public Release for Free and Reduced Price Meals](#)  
[Sample Public Release for Free Milk](#)

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**OTHER FORMS AND INFORMATION**

**Forms:** (Recommended for your site)

- [Snack Menu, Production and Meal Count Record / Daily Snack Count](#)
- [Afterschool Snack Program Roster](#)
- [Afterschool Snack Program Sign-in Sheet](#)
- [Afterschool Snack Program On-Site Review](#)

**Information:** (For your reference)

- [Comparison of Afterschool Snack Program](#)
- [Frequently Asked Questions and Answers about Snacks](#)
- [Afterschool Snack Requirements](#)
- [Sample Afterschool Snack Menus](#)
- [Guidelines for Use in Schools](#)
- [Using Family Application for Free and Reduced Meals](#)
- [Menu Planning](#)

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**ATTACHMENTS** (Upload or Mail files using this utility) Save

- Instructions to Upload or Mail Files
- Signed copy of Application Agreement [Upload/Mail](#)
- Signed copy of Policy Statement [Upload/Mail](#)
- Current License to provide Residential Child Care Services [Upload/Mail](#)
- School Meals Claim Security Access Form [Upload/Mail](#)

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**ADMINISTRATIVE OPTIONS**

- [Add Users](#)
- [View PDF of this Application](#)
- [Processor Quick Review / Interface](#)

SUBMIT APPLICATION

[Processor Overview](#) | [Application Search](#) | [Main Menu](#) | [Errors](#) | [Help](#)

[Admin](#) | [Add Help](#) | [Checklist](#) | [Logout](#)

# Attachments (continued)

## To Upload or Confirm Mailing:

- Click the **Upload/Mail** link to the right of the document you wish to upload or mail
- You will be directed to the Upload/Mail Attachments page
- **To Upload a File**, select the checkbox titled **Upload Document**
  - Click the **Browse** button and locate the file on your computer in the popup dialog
  - Click the **Open** button on the popup dialog (the dialog will close)
  - Click the **Save** button on the Upload/Mail Attachments page
- **To Confirm Mailing a Document**, select the checkbox titled **Mail Document**
  - Click the **Save** button on the Upload/Mail Attachments page

Main Menu | Application Menu | Help | Errors Logout

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**SIGNED COPY OF APPLICATION AGREEMENT**

**Instructions:** Either upload the document by following the [Upload Instructions](#) or mail the document by following the [Mailing Instructions](#). Note: You may not both upload and mail a document. You must choose one or the other.

**Upload Instructions:** Check the **Upload Document** checkbox. Type in a descriptive title for the document that will be uploaded. Click the **Browse** button and search for your document on your computer. Once selected, the path to your file will appear in the Document Source field. Click the **Save** button.

☐ **Upload Document**

<b>Title</b>	Signed copy of Application Agreement	
<b>Document Source</b>	<input type="text"/>	<input type="button" value="Browse..."/>

**Mailing Instructions:** Check the **Mail Document** checkbox. Mail the appropriate document to the address below. Click the **Save** button. Include your name, application number and a description of the document in the mailing. If you have more than one document to mail, you may mail them together.

☐ **Mail Document**

<b>Title</b>	<b>Signed copy of Application Agreement</b>
<b>Mail To:</b>	Michigan Department of Education Office of School Support Services P.O. Box 30008 Lansing, MI 48909

# Administrative Options

- **Add Users**
- **View PDF**
- **Last Submission**

ATTACHMENTS <i>(Upload or Mail files using this utility)</i>		<a href="#">Add New</a>
• Instructions to Upload or Mail Files		
• Signed copy of Application Agreement		<a href="#">Upload/Mail</a>
• Signed copy of Policy Statement		<a href="#">Upload/Mail</a>
• School Meals Claim Security Access Form		<a href="#">Upload/Mail</a>
• CNAP School Meals Security Access Form		<a href="#">Upload/Mail</a>



ADMINISTRATIVE OPTIONS
• <a href="#">Add Users</a>
• View PDF of this Application

SUBMIT APPLICATION

[Home](#) | [Main Menu](#) | [Help](#) | [Errors](#)

[View Comments](#) | [Logout](#)

# Administrative Options

## Adding Users to an Application

- MDE must add Level 3 Enter/Certify users.
- Your Level 3 (Enter/Certify) can enter additional users:
  - Level 2 Enter/Edit
  - Level 1 Read Only

### To Add a User:

- Enter the user's MEIS Account Number in the textbox under the **Add Users to Application** section
- Select the new user's Security Level (Level 1 or Level 2)
- **Optional:** You may specify dates for the new user to become active (gain access to CNAP), and inactive (no longer be able to access CNAP)
- Click the **Save** button
- The new user will now be able to log in and access this application

### CONTROL ACCESS TO THIS APPLICATION

**Instructions:** Authorized users can use this section to add, edit, or delete existing users in this application.

- Click the [Jump to Add Users to Application](#) and [Jump to Edit/Delete Users from Application](#) links to navigate between sections in this page. Each section has specific instructions listed.
- Check individual rows to either delete or inactivate users.
- Check the **All** boxes to select all boxes in the **Mark Delete** or **Mark Inactive** columns.
- Use the drop-down menus in the **User** column to update application security levels or to assign application contacts.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active/Inactive** column.
- Access user information by clicking their name.
- Click **Save** to retain all changes.

[Jump to Add Users to Application](#)

Edit/Delete Users From Application						Save	Cancel
Mark Delete	Mark Inactive	User	Application Contacts	Date Active/Inactive	Assigned By		
All <input type="checkbox"/>	All <input type="checkbox"/>	Jones, Amanda	Main Contact ▼				
		Loving Care Development Center Application Administrator					
						Save	Cancel

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Jump to Edit/Delete Users from Application](#)

Add Users to Application				Save	Cancel
User	Application Contacts	Date Active	Date Inactive		
MEIS Account #: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Security Level: <input type="text"/>	<input type="text"/>	5/12/2003	<input type="text"/>		

## Administrative Options (continued)

**View PDF of this Application**

- Select **View PDF** to view, print or save a PDF of the complete application
- The PDF will be filled in with the information entered in the application Sponsor/Site Information and Program Forms
- Print and maintain a copy of the final application for your records
- Remember to also print and retain the Program Renewal

[illegible]

# Footer Details

## ADMINISTRATIVE OPTIONS

- [Add Users](#)
- View PDF of this Application

SUBMIT APPLICATION

[Home](#) | [Main Menu](#) | [Help](#) | [Errors](#)

[View Comments](#) | [Logout](#)

1. **Home** – Allows the user to return to the page with all initiated applications by the user's district/agency.
2. **Main Menu** – This link will return the user to the list of documents for the current application.
3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.
4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.
5. **View Comments** – Use this to view processor comments.
6. **Logout** – This link will log the user out of the application.

# Application Errors

- This page displays errors in the Application
- Errors displayed on this page must be corrected before the application can be submitted
- Access the Errors page by clicking the **Errors** hyperlink in the menu bar from any page within a CNAP application
- To access and correct a specific error, click the hyperlinked name of the page on which the error occurs
- After an error is corrected and the Program Form is saved, the error will no longer appear on the Errors page
- Errors on the current page will also be displayed at the top of a Sponsor Information, Site Information or Program Form page after it is saved.

Home | Main Menu | Help | Errors Logout

RETURN TO MAIN MENU

The following errors have been detected in your application:

Sponsor Information
<ul style="list-style-type: none"><li>• <a href="#">Sponsor Information</a> - You must supply a Contact Person's name on line 7.</li><li>• <a href="#">Sponsor Information</a> - You must supply the Contact Person's title on line 7.</li><li>• <a href="#">Sponsor Information</a> - You must supply the Contact Person's telephone number on line 7.</li><li>• <a href="#">Sponsor Information</a> - You must supply the Contact Person's email address on line 7.</li></ul>

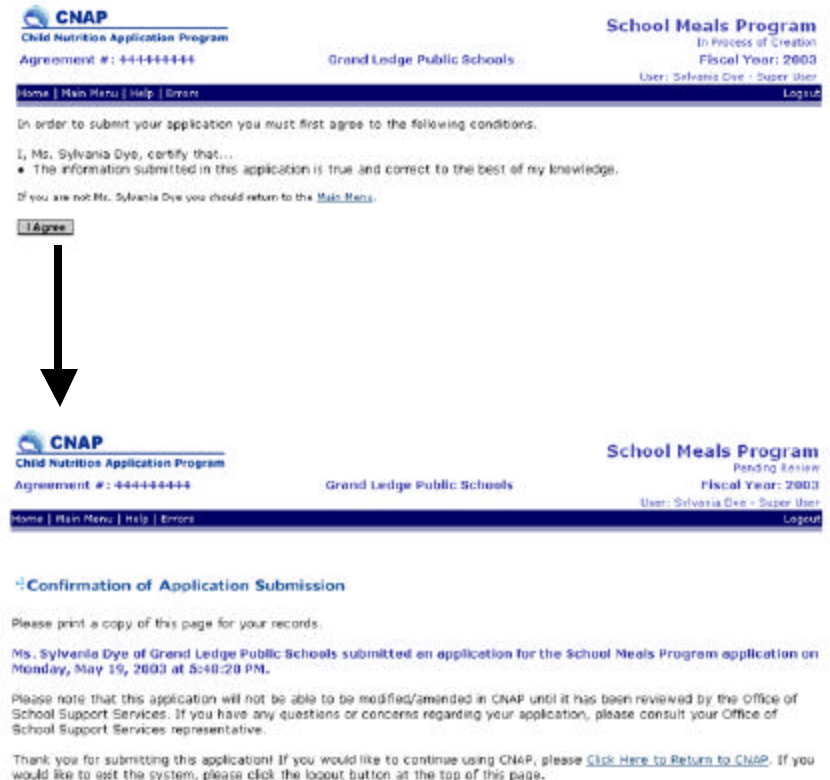
Site Information
<ul style="list-style-type: none"><li>• <a href="#">Site Information for Grand Ledge Elementary</a> - You must enter this site's Special Milk enrollment.</li><li>• <a href="#">Site Information for Grand Ledge High School</a> - You must enter this site's Special Milk enrollment.</li><li>• <a href="#">Site Information for Hayes Elementary</a> - You must enter this site's Special Milk enrollment.</li></ul>

Home | Main Menu | Help | Errors Logout

# Submission of the Application

## To Submit an Application:

1. To do this, click the **Submit Application** button on the Application Menu.
2. Only an Enter/Certify user can submit an application.
3. If there are any errors, a page will prompt the necessary corrections.
4. After all errors are corrected, return to the Main Menu and click the **Submit Application**.
5. The next page will present conditions that must be agreed upon when submitting the application.
6. After reading and agreeing with conditions, click the **I Agree** button to continue.
7. The user will see a confirmation page. Please print this page to keep as a record of the submission of the application.



**CNAP**  
Child Nutrition Application Program  
Agreement #: 444444444

Grand Ledge Public Schools

**School Meals Program**  
In Process of Creation  
Fiscal Year: 2003  
User: Sylvania Dye - Super User  
Logout

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In order to submit your application you must first agree to the following conditions.

I, Ms. Sylvania Dye, certify that...

- The information submitted in this application is true and correct to the best of my knowledge.

If you are not Ms. Sylvania Dye you should return to the [Main Menu](#).

**CNAP**  
Child Nutrition Application Program  
Agreement #: 444444444

Grand Ledge Public Schools

**School Meals Program**  
Pending Review  
Fiscal Year: 2003  
User: Sylvania Dye - Super User  
Logout

Home | Main Menu | Help | Errors

**Confirmation of Application Submission**

Please print a copy of this page for your records.

Ms. Sylvania Dye of Grand Ledge Public Schools submitted an application for the School Meals Program application on Monday, May 19, 2003 at 5:48:20 PM.

Please note that this application will not be able to be modified/amended in CNAP until it has been reviewed by the Office of School Support Services. If you have any questions or concerns regarding your application, please consult your Office of School Support Services representative.

Thank you for submitting this application! If you would like to continue using CNAP, please [Click Here to Return to CNAP](#). If you would like to exit the system, please click the logout button at the top of this page.

# Agenda

- What is CNAP?
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- ***Modifications and amendments***
- Questions

# Application Status Levels

**Application Status Levels** - To keep track of applications within the CNAP system a status level is applied to the application at every step. There are two distinct status categories, Applicant side and Processor side. The Applicant side status levels are given to the application if the applicant must perform actions such as addition or deletion of data. The Processor side status levels allow for the OSSS Processors to view the data, comment on the application and then approve and certify the Sponsor.

## **Applicant Status Levels**

- In Process of Creation
- Modifications Required
- Modifications in Progress
- Amendment in Progress

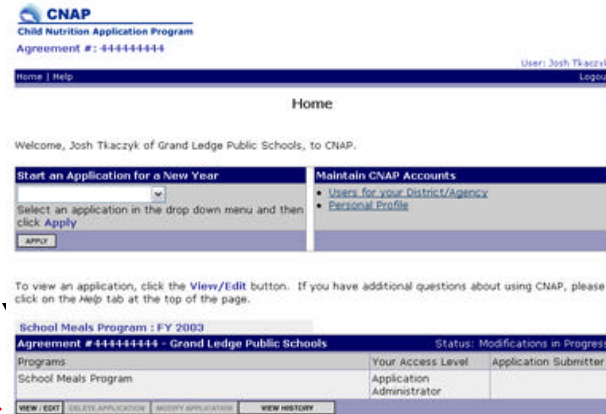
## **Processor/Certifier Status Levels**

- Pending Review
- Review In Progress
- Approved, Pending Certification
- Certification in Progress
- Approved and Certified

# Modifications Process

## Modifying the Application

- When the application status is Modifications Required, a **Modify Application** button shows next to the application on the Home page.
- Level 3s (Enter/Certify) can click **Modify Application** to begin updating the application, which changes the status to Modifications in Progress.
- Enter/Certify users can submit the modified application by clicking the **Submit Modifications** button on the Main Menu.



**CNAP**  
Child Nutrition Application Program  
Agreement #: 444444444

User: Josh Tkaczyk  
Logout

Home | Help

Home

Welcome, Josh Tkaczyk of Grand Ledge Public Schools, to CNAP.

**Start an Application for a New Year**  
Select an application in the drop down menu and then click [Apply](#)

**Maintain CNAP Accounts**  
• [Users for your District/Agency](#)  
• [Personal Profile](#)

To view an application, click the [View/Edit](#) button. If you have additional questions about using CNAP, please click on the [Help](#) tab at the top of the page.

School Meals Program : FY 2003

Agreement # 444444444 - Grand Ledge Public Schools	Status: Modifications in Progress
Programs	Your Access Level
School Meals Program	Application Submitter
Application Administrator	

[VIEW / EDIT](#) [DELETE APPLICATION](#) [SUBMIT APPLICATIONS](#) [VIEW HISTORY](#)

# Checklist: View Comments

## Processor Checklist

After submission of the application in the CNAP system, the application will be reviewed by OSSS Processors.

During the review process, OSSS Processors make comments in checklists. These external comments can be viewed by the applicant.

Once comments are entered in the checklist, a link in the CNAP header will appear called **View Comments**.

Click the **View Comments** link in the menu bar to view your Processor's comments



The screenshot shows a Microsoft Word document titled "Processor Checklist - Microsoft Word". The document content is as follows:

**CHECK LIST**  
for  
**Agate DC**  
**School Meals Program**  
**#1234**

☐ Modifications Required

**General Comments**  
No comments available.

**Sponsor Information**  
Your adult charges are not within the acceptable range.

**Site Information**  
We have not received your Joint Food Service Agreement.

**Prototype Document Certification - Policy Statement**  
No comments available.

**Collection Procedure/Accountability for Residential Child Care Institutions**  
Please provide better descriptions of your Collection Procedures.

**Collection Procedure/Accountability - Pre-Paid List**  
No comments available.

**Collection Procedure/Accountability - Ticket System**  
No comments available.

**Collection Procedure/Accountability - Computer System**  
No comments available.

**Collection Procedure/Accountability - Roster or Class List**  
No comments available.

**NSLP/SBP Collection Procedure Checklist - Presenting Valid Identification**  
No comments available.

**NSLP/SBP Collection Procedure Checklist - Adequate Counting System at Point of Service**  
No comments available.

**NSLP/SBP Collection Procedure Checklist - Eligibility Determination**  
No comments available.


**Pre-Award Civil Rights Compliance Review**  
No comments available.

**Summer Months Claim Information**  
No comments available.

# Amendment Process

## Amending the Application

- Once an application is Approved and Certified, an **Amend Application** button shows next to the application on the Home page.
- Enter/Certify users can click **Amend Application** to begin an amendment, which changes the status to Amendment in Progress.
- Enter/Certify users can submit the amended application by clicking the **Submit Application** button on the Main Menu. CNAP will ask for a brief narrative to explain why the amendment is needed.



The screenshot shows the CNAP application interface. At the top, there is a header with the CNAP logo and the text "Child Nutrition Application Program" and "Agreement #: 444444444". Below this is a navigation bar with "Home" and "Help" links. The main content area is titled "Home" and includes a welcome message: "Welcome, Josh Tkaczyk of Grand Ledge Public Schools, to CNAP." There are two main sections: "Start an Application for a New Year" and "Maintain CNAP Accounts". The "Start an Application for a New Year" section has a dropdown menu and an "Apply" button. The "Maintain CNAP Accounts" section has links for "Users for your District/Agency" and "Personal Profile". Below these sections, there is a table showing the status of the application. The table has columns for "Programs", "Your Access Level", and "Application Submitter". The table shows that the "School Meals Program" is in "Modifications in Progress" status, with the "Application Submitter" being the "Administrator". At the bottom of the table, there are buttons for "VIEW / EDIT", "DELETE APPLICATION", "REJECT APPLICATION", and "VIEW HISTORY".

# Agenda

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